



Washington State Department of Early Learning

# ELMS Administrators Manual

Revised August 2015

Version 7

Please check the DEL ECEAP website at  
[www.del.wa.gov/publications/eceap/default.aspx](http://www.del.wa.gov/publications/eceap/default.aspx)  
for the most recent version of this manual.

**For ELMS Support**  
email: [elms@del.wa.gov](mailto:elms@del.wa.gov)

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## Purpose of this Manual

This ELMS Administrators Manual is written to guide staff with these ELMS roles:

- ELMS Administrators
- ECEAP Directors
- Subcontractor Contact/Managers
- Site Contact/Managers

ELMS Administrators have access to all parts of ELMS described in this manual. ECEAP Directors have access to all parts except some of the Admin tab functions. Subcontractor and Site Contact/Managers have access to the parts within their job role.

## Browser Requirements

We recommend that you upgrade your browser to the latest version. ELMS is built to support:

- Microsoft Internet Explorer 9 or higher
- The most current version of Mozilla Firefox
- Apple Safari 4.0 or higher, and
- The most current version of Google Chrome

If you are having difficulty viewing ELMS, request that your local IT support checks the following:

- In Internet Explorer, do not use Compatibility View.
- Make sure your firewall and any proxy servers allow traffic from <https://apps.del.wa.gov>.
- Make sure your browser's client-side Javascript is enabled to fully function.

## ELMS Training Materials

The most recent version of this manual, and other ELMS training materials, are available at [www.del.wa.gov/publications/eceap/default.aspx](http://www.del.wa.gov/publications/eceap/default.aspx).

## Definitions

“DEL” means the Washington State Department of Early Learning, which manages ECEAP contracts.

“ECEAP” means the Washington State Early Childhood Education and Assistance Program.

“ELMS” means the Early Learning Management System, the data system for ECEAP for which this document is the administrator’s manual.

“Contractor” or “ECEAP Contractor” means an organization that contracts directly with DEL to provide ECEAP services to children and families.

“Subcontractor” means an organization that contracts with an ECEAP Contractor to provide ECEAP services to children and families. All subcontractors are associated with contractors. Some contractors do not have subcontractors.

“Site” means a location at which there are ECEAP classes. Sites which are associated directly with a contractor rather than being associated to a subcontractor are called “Direct Service Sites.” All sites are associated with either a contractor or a subcontractor.

“Class” means an ECEAP supported class of children. It is not the classroom, as a classroom may be split into multiple classes such as “AM and PM” or “MWF and TTh”. All classes are associated with a site.

“Part Day” means a minimum of 2.5 hours per ECEAP class session, with a minimum of 320 classroom hours and minimum of 30 weeks per year.

“Full School Day” means 5.5 to 6.5 ECEAP hours per day, at least 4 days per week during the school year, with a minimum of 1,000 classroom hours per year.

“Extended Day” means 10 or more ECEAP hours per day, 5 days per week, year round.

## ELMS ECEAP Data Entry - Minimum Requirements

Child tab			
<b>By October 15</b>	<ul style="list-style-type: none"> <li>○ In ELMS, enroll children in classes for all funded slots, including known children with future class start dates. <ul style="list-style-type: none"> <li>● Exception: For ECEAP classes that share classrooms with Migrant/Seasonal Head Start, Contractors must complete ELMS enrollments by October 30.</li> </ul> </li> <li>○ Enter children's actual class start dates on the Bulk Updates or class Monthly Report page</li> <li>○ Exit all children who are not attending</li> </ul>		
After October 15, <b>within five business days</b> of each child's start in class.	<ul style="list-style-type: none"> <li>○ Enter each child's prescreen and application and attach the child to a class.</li> </ul>		
After October 15, <b>within five business days</b> of each child's last day in class.	<ul style="list-style-type: none"> <li>○ In ELMS, exit all children who were enrolled but are not attending.</li> </ul>		
<b>After child starts class</b>	<ul style="list-style-type: none"> <li>○ Enter children's actual class start dates on the Bulk Updates or class Monthly Report page</li> </ul>		
<b>Child and Family Updates, By the 7<sup>th</sup> of each month (Sept.-July)</b>  <i>Edit these in At Time of Application section, if they occurred before the parent signed the child's application.</i>  <i>If they happened after the parent signed the child's application,</i>	Medical Status	<ul style="list-style-type: none"> <li>○ Chronic health condition – must answer yes or no. Additional fields are required if yes.</li> </ul>	
		<ul style="list-style-type: none"> <li>○ Medical coverage – select type of coverage</li> </ul>	
		<ul style="list-style-type: none"> <li>○ Medical home – must answer yes or no. Additional fields are optional.</li> </ul>	
		<ul style="list-style-type: none"> <li>○ Well-child exam – <ul style="list-style-type: none"> <li>▪ Enter exam date</li> <li>▪ When a copy of exam results are received, check the related box.</li> <li>▪ If further evaluation or treatment needed, additional fields are required.</li> </ul> </li> </ul>	
	Dental Status	<ul style="list-style-type: none"> <li>○ Immunization status – select correct status and date.</li> </ul>	
		<ul style="list-style-type: none"> <li>○ <i>It is optional to record your follow-up notes on this page.</i></li> </ul>	
		<ul style="list-style-type: none"> <li>○ Dental coverage – select type of coverage</li> </ul>	
		<ul style="list-style-type: none"> <li>○ Dental home – must answer yes or no. Additional fields are optional.</li> </ul>	
		<ul style="list-style-type: none"> <li>○ Dental screenings – <ul style="list-style-type: none"> <li>▪ Enter screening date</li> <li>▪ When a copy of screening results is received,</li> </ul> </li> </ul>	

	<i>enter in Updates section.</i>		<p>check the related box.</p> <ul style="list-style-type: none"> <li>▪ If further evaluation or treatment needed, additional fields are required.</li> </ul>
			<ul style="list-style-type: none"> <li>○ <i>It is optional to record your follow-up notes on this page.</i></li> </ul>
		Health Screening	<ul style="list-style-type: none"> <li>○ Vision screening – Select where screening occurred, date and results. If Fail selected, additional fields are required.</li> </ul>
			<ul style="list-style-type: none"> <li>○ Hearing screening – Select where screening occurred, date and results. If Fail selected, additional fields are required.</li> </ul>
			<ul style="list-style-type: none"> <li>○ Height and Weight – Select where screening occurred, enter date and measurements.</li> <li>○ Check if referral is needed, in your opinion. If yes, additional fields are required.</li> </ul>
			<ul style="list-style-type: none"> <li>○ <i>It is optional to record your follow-up notes on this page.</i></li> </ul>
		Child Development	<ul style="list-style-type: none"> <li>○ Developmental screening – enter date and result. If child is not at age-level, additional fields are required.</li> </ul>
			<ul style="list-style-type: none"> <li>○ IEP information, if applicable <ul style="list-style-type: none"> <li>▪ Start date (and end date when applicable)</li> <li>▪ Disability categories</li> <li>▪ School district that issued the IEP</li> </ul> </li> </ul>
			<ul style="list-style-type: none"> <li>○ Child transportation – select how child is usually transported to ECEAP.</li> </ul>
			<ul style="list-style-type: none"> <li>○ Mental health consultation – must answer yes or no.</li> </ul>
			<ul style="list-style-type: none"> <li>○ Parent-teacher conference – enter dates, length and topics of formal conferences.</li> </ul>
			<ul style="list-style-type: none"> <li>○ <i>It is optional to record other contacts here, or to use the notes and follow-up fields.</i></li> </ul>
		Family	<ul style="list-style-type: none"> <li>○ Family support notes – enter dates, length and topics of formal visits.</li> </ul>
			<ul style="list-style-type: none"> <li>○ <i>It is optional to record other contacts here, or to use the notes and follow-up fields.</i></li> </ul>
			<ul style="list-style-type: none"> <li>○ Family questions – must answer yes or no for each question at time of child’s exit. See below.</li> <li>○</li> </ul>
At exit	Exit Questionnaire	<ul style="list-style-type: none"> <li>○ Select reason for exit and, unless the reason is “never attended”, enter the last date child attended class in person.</li> <li>○ If child attended 30 or more calendar days this school year, click the “Required” link to update their Child &amp; Family Updates.</li> </ul>	

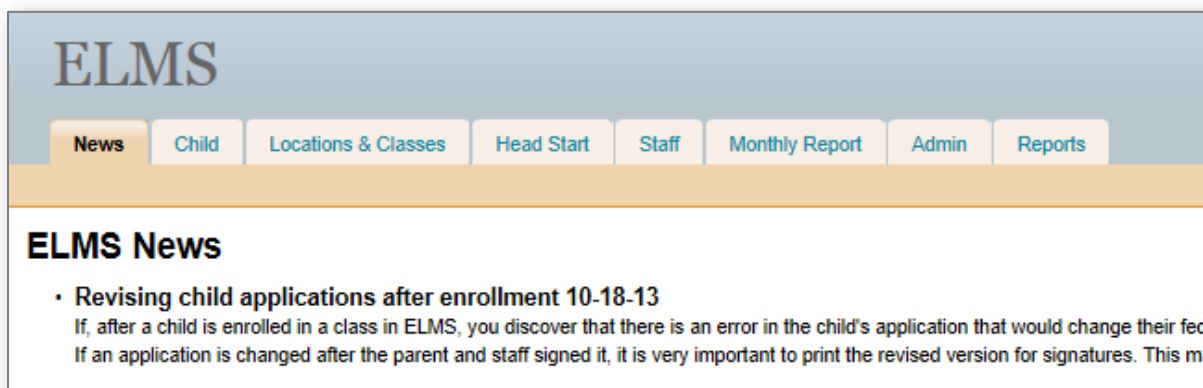
Locations and Classes tab			
By Sept 15 of each year	Contractor	Info	<ul style="list-style-type: none"> <li>○ Complete all fields with red marks.</li> </ul>
		Staff	<ul style="list-style-type: none"> <li>○ Must select the ECEAP director. A maximum of two directors may be selected.</li> </ul>
		Service Areas	<ul style="list-style-type: none"> <li>○ Must select yes or no to whether you are the only provider in one or more counties or school districts. <ul style="list-style-type: none"> <li>▪ If yes, select which counties/school districts.</li> <li>▪ If no for both, must describe other service area boundaries.</li> </ul> </li> </ul>
	Subcontractor	Info	<ul style="list-style-type: none"> <li>○ Complete all fields with red marks.</li> <li>○ ECEAP Services – Must answer yes or no to all four statements.</li> </ul>
		Staff	<ul style="list-style-type: none"> <li>○ Select one contact person who works for the subcontractor.</li> </ul>
		Funding and Slots	<ul style="list-style-type: none"> <li>○ Enter Funded ECEAP Slots.</li> <li>○ <i>Other fields are optional</i></li> </ul>
	Site	Info	<ul style="list-style-type: none"> <li>○ Complete all fields with red marks.</li> <li>○ Enter Curricula used at this site.</li> <li>○ Enter Developmental Screening tools used at this site.</li> </ul>
		Staff	<ul style="list-style-type: none"> <li>○ Must check box for one emergency contact who works at the site.</li> </ul>
		Slots	<ul style="list-style-type: none"> <li>○ Contractor or subcontractor must enter Funded ECEAP Slots.</li> </ul>
		Recruitment	<ul style="list-style-type: none"> <li>○ Answer all five questions.</li> <li>○</li> </ul>
	Class	Info	<ul style="list-style-type: none"> <li>○ Complete all fields with red marks.</li> <li>○ Enter a weekly schedule.</li> <li>○ Enter an alternating schedule, if applicable.</li> </ul>
		Staff, Slots and Ratio	<ul style="list-style-type: none"> <li>○ Ensure correct lead and assistant teachers are listed.</li> <li>○ Mark the positions for which you have staff present for all ECEAP hours (such as lead and assistant teacher).</li> <li>○ Plan for Reserving Slots – enter number of slots for each category. Enter “0” if none.</li> </ul>



Monthly Report		
Between the 1 <sup>st</sup> and 15 <sup>th</sup> of each month - except for June which is between the last day of class and July 10 <sup>th</sup> .	Classes	<ul style="list-style-type: none"> <li>○ Enter actual number of class days for the report month.</li> <li>○ Enter actual class start dates for children that had their first day in class during the report month.</li> <li>○ Enter the numbers of non-ECEAP children enrolled on last day of the report month.</li> </ul>
	Sites	<ul style="list-style-type: none"> <li>○ Review class monthly reports.</li> <li>○ Confirm whether correct staff are listed for the report month.</li> </ul>
	Contractor	<ul style="list-style-type: none"> <li>○ Review site monthly reports.</li> <li>○ Check all activities that occurred during the report month.</li> <li>○ By October 15, complete the form within the September ELMS <i>Monthly Report</i> to request to use ECEAP funds as federal match, if applicable.</li> </ul>
Last month with classes	Classes	<ul style="list-style-type: none"> <li>○ Exit all children. You may begin this one week before the last day of class.</li> </ul>
Admin tab		
By September 15	<ul style="list-style-type: none"> <li>○ Customize priority points for risk factors, if desired.</li> </ul>	

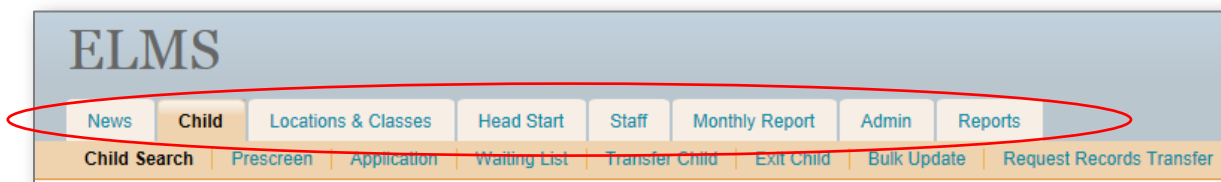
## ELMS News

When you log in to ELMS, you see the ELMS News page. Please review new items on this page for current ELMS tips and important information about ELMS changes or glitches, due dates, and training.

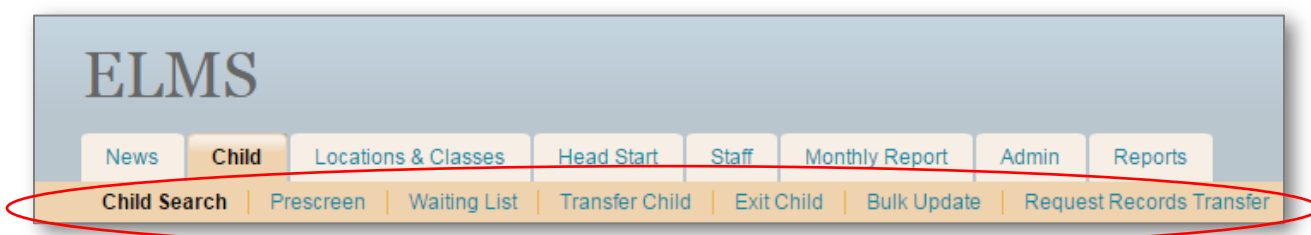


## Navigation

ELMS has **tabs** at the top of every page for the major ELMS modules. You see the tabs that apply to your ELMS role. For example, teachers see the News, Child, Locations & Classes, Monthly Report, and Reports tabs. You can navigate between the main sections of ELMS by clicking on these tabs.



Some sections have **submenu links** underneath the main tabs. For example, the Child tab has Child Search, Prescreen, Application, Waiting List, Transfer Child, Exit Child, Bulk Update, and Request Records Transfer.



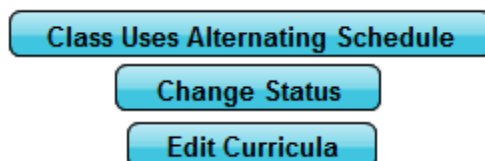
You can also use **breadcrumbs** to navigate in ELMS. These are at the top of each page on the left. They tell you how you got to your current location in ELMS. Clicking on a blue link returns you to an earlier page.

[Child](#) » [Prescreen](#) » Child Info

In the Locations and Classes tab, you can also navigate by clicking on earlier steps in the **directory tree** near the top of the page.

Aberdeen School District  
└ A.J. West Elementary  
└ Mona AM

Some buttons open popups in ELMS for you to enter data. Examples are:



Other buttons help you complete a page, such as:



You can also move through a page using the **Tab** key on your keyboard.

## Selecting the School Year

- ELMS will always open in the current school year.
- Between April 1 and June 30, you may view or enter data for both this year and next year. To do this, you must change the year using the drop-down menu in the upper right corner.
- On July 1, ELMS begins opening on the new school year.
- After July 1, if you want to view or enter data for the past school year, you must change the year using the drop-down menu in the upper right corner.
- ELMS will stay in the year you selected as you move through screens.
- **IMPORTANT:** Always check the year at the top of the ELMS screen before entering data in ELMS. This is especially important between April 1 and June 30 when you are likely to be working back-and-forth in two years.

A screenshot of the ELMS 'Child Search' screen. The top navigation bar includes links: Child Search, Prescreen, Waiting List, Transfer Child, Exit Child, Bulk Update, Request Records Transfer, and 2014-15 Supp. App. Below the navigation bar, the page title is 'Child Search'. There is a search input field labeled 'All Names:' and a dropdown menu labeled 'Select School Year:'. The dropdown menu is open, showing a list of school years: 2014-2015 (selected), 2012-2013, 2013-2014, 2014-2015, and 2015-2016. A red circle highlights the dropdown menu.

## Child Transfers

See the ELMS *Eligibility and Enrollment Manual* for more information about child transfers.

### Transfers between sites

Staff at one of your sites cannot see a child whose ELMS record was started at another site. If a child will be enrolling at a different site than originally intended, the ELMS Administrator can put the child on the new site's waiting list. Here's how:

- If the child is not yet in a class in ELMS, just add them to the new site's waiting list.
- If the child is currently enrolled but has not yet attended class, or if the new class has not yet begun, exit them as never attended and put them on the Waiting List for the new site during the exit process.
- If the child has attended class at the old site, and the new class has begun, transfer the child to the new class.

Once you have completed the correct step, staff at the new site can view the child's ELMS record.

## Transfer Between Contractors

To request the transfer of a child from another contractor, follow these steps:

- First, obtain a parent signature on [the Consent to Transfer form](#). Retain this form with the child's records. Do not send to DEL.
- Then, notify your ELMS Administrator.
- Your ELMS Administrator:
  - Clicks the **Request Records Transfer** link on the Child tab.
  - Completes the request with the child name, child birth date, parent who signed the consent form, date the parent consented, and name of staff who obtained the parent signature.
    - You must have parent permission in order for DEL to process the transfer, or contact [elms@del.wa.gov](mailto:elms@del.wa.gov) if you believe you have a situation that prohibits that.
  - Select which waiting list(s) the child should end up on.
  - Clicks the blue Request Transfer button at the bottom.
- Then, email [elms@del.wa.gov](mailto:elms@del.wa.gov) telling the child's birthdate and site waiting list to which you want the child added.
- We notify you when the child record is ready for you, usually within one business day but occasionally longer if we need to work with the ECEAP contractor the child previously attended.

News **Child** Locations & Classes Head Start Staff Monthly Report Admin Reports

Child Search Prescreen Waiting List Transfer Child Exit Child Bulk Update **Request Records Transfer**

Child » Request Records Transfer

Select School Year: 2014-2015   
Current School Year

You have unsaved changes on this page. ([show changes](#))

### Request Transfer from a Different ECEAP Contractor

Contractor: ESD 121 - Puget Sound ESD

Child Name:  Child Birth Date:

Parent signed permission form to transfer ELMS records between ECEAP contractors? ☒ Yes ☐ No   
[Parent Consent to Transfer ELMS Records](#)

Parent Name:

Date of Verification:

Staff who obtained parent signature:

Add child to waiting list for site(s):

**Request Transfer** Cancel

## Locations and Classes

When you click on the Locations and Classes tab, you see the list of locations you can access in ELMS:

- Contractor-level ELMS users will see the Contractor, Subcontractor, Site, and Class buttons.
- Subcontractor ELMS users will only see the Subcontractor, Site and Class buttons.
- Site-level users will see the Site and Class buttons.

### Locations & Classes Landing Page

**Locations & Classes**

Select School Year: 2014-2015  
Current School Year

Contractor Subcontractor Site Class

47 records found | Search For: Search Advanced Search

☐ Show Inactive + New Contractor

Contractor Name	Director Name	# of Funded ECEAP Slots	Status	
Aberdeen School District		196	Active	Info 7 Subcontractors 12 Sites Staff Slots Service Areas

### Locations & Classes Detail Pages

Once you have clicked a link on the landing page, it opens a detail page. The links from the landing page are available there as tabs.

Locations & Classes » Contractor Info

Select School Year: 2014-2015  
Current School Year

**Aberdeen School District**

Info Subcontractors Sites Staff Slots Service Areas

Organization ID: 2  
Legal Name: Aberdeen School District  
Alternate Name: Acronym:  
☐ ECEAP Contractor is also a Head Start Grantee

There are “bread crumbs” and a navigation “tree” at the top of the detail pages, which indicate where you are in ELMS. You can click on them to navigate backwards. Your current location is bolded.

Locations & Classes » Class Info

Aberdeen School District  
Cosmopolis School District  
Cosmopolis School  
**Christine am**

Select School Year: 2013-2014  
Current School Year

Info Class Roster Staff, Slots & Ratio

## Updating Contractor Information

*These actions can only be completed by an ELMS Administrator or ECEAP Director.*

### Contractor Info

From the main Contractor page select the **Info** link. On the Info page, enter or update the name, address, and phone numbers of your organization. The DEL Specialist/Contract Manager and Contractor Status sections are managed by DEL.

The screenshot shows the 'Contractor Info' form within the ELMS system. The top navigation bar includes tabs for News, Child, Locations & Classes (selected), Head Start, Staff, Monthly Report, Admin, and Reports. Below the navigation bar, the breadcrumb 'Locations & Classes » Contractor Info' is visible. The form title is 'Aberdeen School District'. A 'Select School Year' dropdown is set to '2014-2015' with the label 'Current School Year'. The form has several tabs: Info (selected), Subcontractors, Sites, Staff, Slots, and Service Areas. The 'Info' tab contains the following fields: Organization ID: 2, Legal Name: Aberdeen School District, Alternate Name: (empty), Acronym: (empty), a checkbox for 'ECEAP Contractor is also a Head Start Grantee' (unchecked), Physical Address section with Address: 1313 Pacific Ave, City: Aberdeen, State: WA, and Zip: 98520, Mailing Address section with Address: (empty), City: (empty), State: WA, and Zip: 99999, Website: (empty), Phone Number: (360) 538-2191, and Organization Type: School District. Below this is the 'DEL Specialist/Contract Manager' section with fields for DEL Specialist: Sue Rose, Email Address: sue.rose@del.wa.gov, and Phone Number: (360) 725-4432. The 'Contractor Status' section shows 'Current Status: Active' and buttons for 'View Status History' and 'Change Status'. At the bottom are 'Save' and 'Cancel' buttons.

News Child **Locations & Classes** Head Start Staff Monthly Report Admin Reports

Locations & Classes » Contractor Info

**Aberdeen School District** Select School Year: 2014-2015 Current School Year

Info Subcontractors Sites Staff Slots Service Areas

Organization ID: 2  
Legal Name: Aberdeen School District  
Alternate Name: Acronym:  
☐ ECEAP Contractor is also a Head Start Grantee

**Physical Address**  
Address: 1313 Pacific Ave  
City: Aberdeen State: WA Zip: 98520

**Mailing Address (if different)**  
Address: City: State: WA Zip: 99999  
Website:  
Phone Number: (360) 538-2191  
Organization Type: School District

**DEL Specialist/Contract Manager**  
DEL Specialist: Sue Rose  
Email Address: sue.rose@del.wa.gov Phone Number: (360) 725-4432

**Contractor Status**  
Current Status: Active View Status History Change Status

Save Cancel

## Contractor Subcontractors

To see this page:

- Select the **Subcontractors** button on the main Locations and Classes tab, or
- Select the **Subcontractors** link on the Contractor page, or
- Select the **Subcontractors** tab from a Contractor detail page.

NewsChildLocations & ClassesHead StartStaffMonthly ReportAdminReports

Locations & Classes » Contractor Subcontractors

Aberdeen School District

Select School Year: 2014-2015  
Current School Year

InfoSubcontractorsSitesStaffSlotsService Areas

+ New Subcontractor

Subcontractor Name	Contractor Name	# of Funded ECEAP Slots	Status	
Cosmopolis School District	Aberdeen School District	4	Active	Info 1 Sites Staff Funding & Slots
Elma School District	Aberdeen School District	16	Active	Info 1 Sites Staff Funding & Slots
Hoquiam School District	Aberdeen School District	28	Active	Info 1 Sites Staff Funding & Slots
McCleary School District	Aberdeen School District	6	Active	Info 1 Sites Staff Funding & Slots
Montesano School District	Aberdeen School District	9	Active	Info 1 Sites Staff Funding & Slots
North Beach School District	Aberdeen School District	12	Active	Info 1 Sites Staff Funding & Slots
Ocosta School District	Aberdeen School District	17	Active	Info 1 Sites Staff Funding & Slots

## Contractor Sites

To see this page:

- Select the **Sites** button on the main Locations and Classes tab, or
- Select the **Sites** link on the Contractor page, or
- Select the **Sites** tab from a Contractor detail page.

[News](#)
[Child](#)
[Locations & Classes](#)
[Head Start](#)
[Staff](#)
[Monthly Report](#)
[Admin](#)
[Reports](#)

Locations & Classes » Contractor Sites

Select School Year: 2014-2015 ▼  
*Current School Year*

**Aberdeen School District**

[Info](#)
[Subcontractors](#)
[Sites](#)
[Staff](#)
[Slots](#)
[Service Areas](#)

+ New Site

Site Name	Subcontractor Name	# of Funded ECEAP Slots	Status						
A.J. West Elementary	Direct Service Site	16	Active	<a href="#">Info</a>	<a href="#">2 Classes</a>	<a href="#">Staff</a>	<a href="#">Slots</a>	<a href="#">3 on Waiting List</a>	<a href="#">Recruitment</a>
Central Park Elementary	Direct Service Site	8	Active	<a href="#">Info</a>	<a href="#">2 Classes</a>	<a href="#">Staff</a>	<a href="#">Slots</a>	<a href="#">0 on Waiting List</a>	<a href="#">Recruitment</a>
Cosmopolis School District	Cosmopolis School District	4	Active	<a href="#">Info</a>	<a href="#">1 Classes</a>	<a href="#">Staff</a>	<a href="#">Slots</a>	<a href="#">0 on Waiting List</a>	<a href="#">Recruitment</a>
Elma School District	Elma School District	16	Active	<a href="#">Info</a>	<a href="#">2 Classes</a>	<a href="#">Staff</a>	<a href="#">Slots</a>	<a href="#">0 on Waiting List</a>	<a href="#">Recruitment</a>
Hopkins	Direct Service Site	33	Active	<a href="#">Info</a>	<a href="#">6 Classes</a>	<a href="#">Staff</a>	<a href="#">Slots</a>	<a href="#">5 on Waiting List</a>	<a href="#">Recruitment</a>
Hoquiam - Lincoln School	Hoquiam School District	28	Active	<a href="#">Info</a>	<a href="#">5 Classes</a>	<a href="#">Staff</a>	<a href="#">Slots</a>	<a href="#">0 on Waiting List</a>	<a href="#">Recruitment</a>
McCleary School District	McCleary School District	6	Active	<a href="#">Info</a>	<a href="#">1 Classes</a>	<a href="#">Staff</a>	<a href="#">Slots</a>	<a href="#">0 on Waiting List</a>	<a href="#">Recruitment</a>
Montesano School District	Montesano School District	9	Active	<a href="#">Info</a>	<a href="#">2 Classes</a>	<a href="#">Staff</a>	<a href="#">Slots</a>	<a href="#">0 on Waiting List</a>	<a href="#">Recruitment</a>
Ocean Shores Elementary School	North Beach School District	12	Active	<a href="#">Info</a>	<a href="#">2 Classes</a>	<a href="#">Staff</a>	<a href="#">Slots</a>	<a href="#">0 on Waiting List</a>	<a href="#">Recruitment</a>
Ocosta School	Ocosta School District	17	Active	<a href="#">Info</a>	<a href="#">2 Classes</a>	<a href="#">Staff</a>	<a href="#">Slots</a>	<a href="#">5 on Waiting List</a>	<a href="#">Recruitment</a>



## Contractor Staff

From the main Contractor page, select the **Staff** link or from a Contractor detail page select the **Staff** tab. Staff already entered in ELMS and assigned to a Program Wide (Contractor) level role will appear on this page. Family Support staff names are displayed in a list at the bottom of this page; even though they are displayed here at the Contractor level, they only see the children they are assigned when each child enrolls.

- To edit existing staff, click **Edit** in the Action column to the right of their name.
- To add staff in either list, click on the corresponding **+ New Staff** button. See the [Staff](#) section of this manual. You may also add staff from the main **Staff** tab of ELMS and they will appear on this list.

News Child **Locations & Classes** Head Start Staff Monthly Report Admin Reports

Locations & Classes » Contractor Staff

Aberdeen School District

Select School Year: 2014-2015 ▼  
Current School Year

Info Subcontractors Sites **Staff** Slots Service Areas

### Management Staff

+ New Staff

Select ECEAP Director(s)

Name	Select Director(s)	ELMS Roles	Phone Number	Email Address	
Nancy Liedtke	<input type="checkbox"/>	ECEAP Contact/Manager, ECEAP Director, ELMS Contractor Administrator			Edit
Molly Leithold		Eligibility/Enrollment Staff, Family Support Staff, Health Advocate			Edit
Toni Williams		Eligibility/Enrollment Staff, Family Support Staff, Health Advocate			Edit
Diane Lee		Eligibility/Enrollment Staff, Family Support Staff, Health Advocate			Edit
Sara Cavin		Eligibility/Enrollment Staff, Family Support Staff, Health Advocate			Edit
Candis Gates		Eligibility/Enrollment Staff, Family Support Staff, Health Advocate			Edit
Shirley Curtis		Eligibility/Enrollment Staff, Family Support Staff, Health Advocate			Edit
Sarah Teveliet Channel		Eligibility/Enrollment Staff, ELMS Contractor Administrator			Edit
Cyndy Mitby		ELMS Contractor Administrator			Edit

### Family Support Staff - Staff members who work directly with families

+ New Staff

Name	ELMS Roles	Phone Number	Email Address	
Molly Leithold	Eligibility/Enrollment Staff, Family Support Staff, Health Advocate			Edit
Toni Williams	Eligibility/Enrollment Staff, Family Support Staff, Health Advocate			Edit
Diane Lee	Eligibility/Enrollment Staff, Family Support Staff, Health Advocate			Edit
Sara Cavin	Eligibility/Enrollment Staff, Family Support Staff, Health Advocate			Edit
Candis Gates	Eligibility/Enrollment Staff, Family Support Staff, Health Advocate			Edit
Shirley Curtis	Eligibility/Enrollment Staff, Family Support Staff, Health Advocate			Edit

## Contractor Slots

From the main Contractor page select the **Slots** link or from a Contractor detail page select the **Slots** tab.

The upper section of this page is entered by DEL staff and shows your allotted slots and over-income limits.

The lower section shows how your slots are distributed to subcontractors (if any), sites, and classes. This overview is for your convenience while assigning slots to subcontractors, sites or classes.

- You can select **Filter by** to view this section for just Part Day, Full School Day, or Extended Day slots, or you can view all of your slots at once.
- These tables can be expanded and collapsed for convenience, by clicking the + or - signs.
- If a number has an orange highlight, there are slots available that haven't yet been assigned.
- The slot numbers are also links to the pages where you enter slot counts.

**Locations & Classes » Contractor Slots**

Select School Year: 2014-2015 Current School Year

**Pretend ECEAP Contractor**

Info Sites Staff **Slots** Service Areas

Funding Model	Funded ECEAP Slots
Part Day	20
Full School Day	40
Extended Day	60
<b>Total Funded ECEAP Slots</b>	<b>120</b>

Maximum Percent of Over-Income Slots: 10%

Maximum Number of Over-Income Slots When Fully Enrolled: 3

Save Cancel

**ECEAP Slot Distributions**

Total Slots Assigned: Total: 60 slots Site: 60 slots Class: 60 slots

Filter by: All Funding Models Part Day Full School Day Extended Day Expand All Collapse All

**Direct Service Sites** Direct Service: 60 slots Site: 60 slots Class: 60 slots

<b>Direct Service Sites</b>		
[-] Pretend Site	60 slots	
Pretend Extended Day Class		20 slots
Pretend Full School Day Class		20 slots
Pretend Part Day Class		20 slots
<b>Classes Total</b>		<b>60 slots</b>
<b>Sites Total</b>	<b>60 slots</b>	<b>60 slots</b>

## Service Areas

From the main Contractor page select the **Service Area** link or from a Contractor detail page select the **Service Area** tab. This is where you review and update your service boundaries and relationships to Head Start and ECEAP neighbors. The purpose of this section is to help coordinate between programs and support the goal of enrolling as many eligible children as possible.

To add a new neighboring or overlapping Head Start grantee or ECEAP contractor, click on the **+ New Neighbor** button.

Locations & Classes » Contractor Service Areas

Select School Year: 2014-2015  
Current School Year

**Chelan Douglas Child Services Assoc**

Info Sites Staff Funding & Slots **Service Areas**

**Neighboring/Overlapping ECEAP or Head Start Providers**

Name	Programs
EPIC - Enterprise for Progress in the Community	ECEAP
Manson School District	ECEAP

**+ New Neighbor**

**Description of Service Area Boundaries**

This will open a popup with a list of all ECEAP contractors and Head Start grantees in the state. Check the boxes for your neighboring programs and click **Save** at the bottom of the page.

**Add Neighbor/Overlapping Provider for Aberdeen School District**

Select neighbor(s) from the list below, then press Save. If the neighbor is not listed, please contact DEL to have them added.

<input type="checkbox"/>	Name	Programs
<input type="checkbox"/>	Aberdeen School District	ECEAP
<input type="checkbox"/>	Benton Franklin Head Start	Head Start, Early Head Start
<input type="checkbox"/>	Bright Beginnings for Kittitas County	ECEAP, Head Start, Early Head Start
<input type="checkbox"/>	Central Washington Migrant and	

At the bottom of the **Service Areas** page, complete the **Description of Service Area Boundaries**.

- For question #1, select YES only if you are the sole ECEAP or Head Start provider in one or more counties. This will open a drop box for you to choose the counties where you are the only provider.
- For question #2, select YES only if you are the sole ECEAP or Head Start provider in one or more school districts. This is only for school districts that are not part of counties selected in question #1. This will open a drop box for you to choose the school districts where you are the only provider.
- Question #3 is to describe any additional service area boundaries outside of counties selected in question #1 and school districts selected in question #2. Question #3 must be answered if you answered no to questions #1 and #2, or if you have additional service areas outside of those counties or school districts.

Be sure to click **Save** when you are done.

Locations & Classes » Contractor Service Areas

Select School Year: 2014-2015 Current School Year

**Chelan Douglas Child Services Assoc**

Info Sites Staff Funding & Slots **Service Areas**

**Neighboring/Overlapping ECEAP or Head Start Providers**

+ New Neighbor

Name	Programs
EPIC - Enterprise for Progress in the Community	ECEAP
Manson School District	ECEAP

**Description of Service Area Boundaries**

1. Are you the ONLY ECEAP, Head Start, tribal Head Start, or migrant/seasonal Head Start program operating in one or more counties? ☐ Yes ☒ No

2. Are you the ONLY ECEAP, Head Start, tribal Head Start, or migrant/seasonal Head Start program operating in one or more school districts, not included in a county selected in question #1? ☐ Yes ☒ No

3. Describe any other service area boundaries for your ECEAP program, outside of any counties or school districts selected in questions #1 and #2:

Area boundaries for our program:

Chelan County except for the Lake Chelan and Manson School District.

Douglas County except for the Bridgeport School District.

162 characters (1838 characters remaining)

Save Cancel

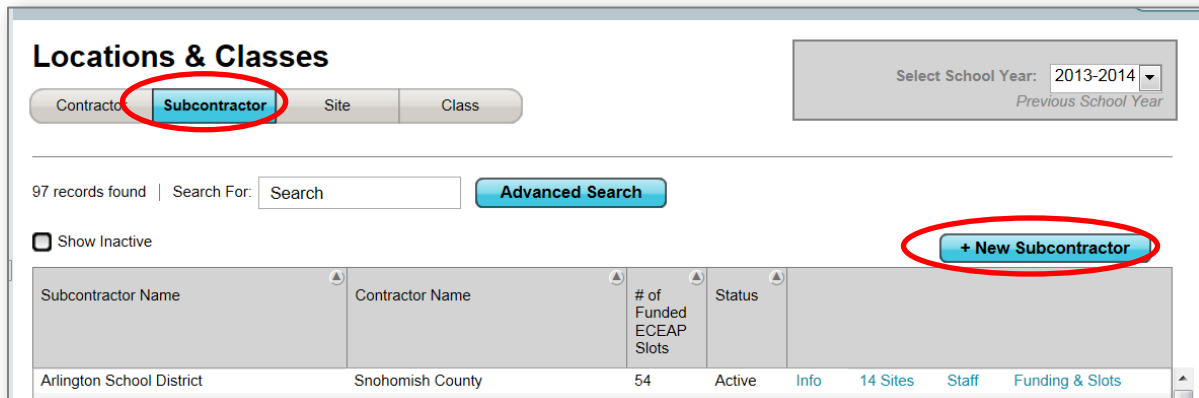
## Adding a Subcontractor

*Skip this section if you do not have Subcontractors.*

*These actions can only be completed by an ELMS Contractor Administrator or ECEAP Director.*

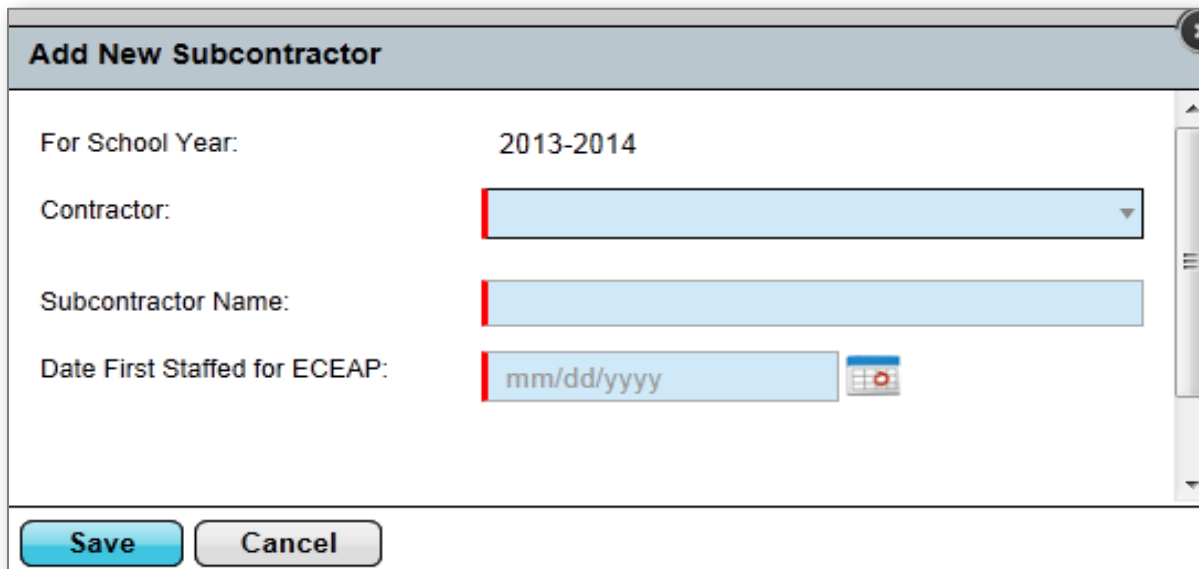
If you work with subcontractors to provide direct ECEAP services, you must enter the subcontractor information first before you can add sites and classes.

To add a new subcontractor, open the **Locations & Class** tab, click the **Subcontractor** button, then click the **+ New Subcontractor** button.



The screenshot shows the 'Locations & Classes' interface. At the top, there are tabs for 'Contractor', 'Subcontractor', 'Site', and 'Class'. The 'Subcontractor' tab is selected and circled in red. To the right, there is a 'Select School Year' dropdown menu set to '2013-2014'. Below the tabs, there is a search bar with '97 records found' and an 'Advanced Search' button. A checkbox labeled 'Show Inactive' is also present. On the right side, a blue button labeled '+ New Subcontractor' is circled in red. Below this, there is a table with columns: 'Subcontractor Name', 'Contractor Name', '# of Funded ECEAP Slots', and 'Status'. The first row of the table shows 'Arlington School District', 'Snohomish County', '54', and 'Active'. There are also links for 'Info', '14 Sites', 'Staff', and 'Funding & Slots'.

This generates a popup window where you enter the subcontractor name and the date the subcontractor was first staffed for ECEAP.



The screenshot shows the 'Add New Subcontractor' popup window. It has a title bar with a close button. The form contains the following fields: 'For School Year:' with a value of '2013-2014'; 'Contractor:' with a dropdown menu; 'Subcontractor Name:' with a text input field; and 'Date First Staffed for ECEAP:' with a date input field showing 'mm/dd/yyyy' and a calendar icon. At the bottom, there are 'Save' and 'Cancel' buttons.

Click **Save** to continue to the Subcontractor **Info** page which is explained below.

## Updating Subcontractor Information

*Skip this section if you do not have Subcontractors.*

*These actions can only be completed by an ELMS Contractor Administrator or ECEAP Director.*

Each year, by September 15, you must review and update your subcontractor information. To begin, select the **Subcontractor** button from the **Locations & Classes** tab. You will see a list of your active subcontractors. Check the Show Inactive box if you'd like to see inactive subcontractors.

To review and update pages, click on the links to the right of the subcontractor name.

The screenshot shows the 'Locations & Classes' interface. At the top, there are tabs for 'Contractor', 'Subcontractor', 'Site', and 'Class'. The 'Subcontractor' tab is selected and highlighted with a red circle. To the right, there is a 'Select School Year' dropdown menu set to '2013-2014'. Below the tabs, there is a search bar with '97 records found' and an 'Advanced Search' button. A checkbox labeled 'Show Inactive' is also present. A '+ New Subcontractor' button is located on the right side. The main table lists subcontractors with columns for 'Subcontractor Name', 'Contractor Name', '# of Funded ECEAP Slots', and 'Status'. The first row shows 'Arlington School District' under 'Subcontractor Name', 'Snohomish County' under 'Contractor Name', '54' under '# of Funded ECEAP Slots', and 'Active' under 'Status'. To the right of the 'Active' status, there are four links: 'Info', '14 Sites', 'Staff', and 'Funding & Slots'. These links are circled in red.

Subcontractor Name	Contractor Name	# of Funded ECEAP Slots	Status	Info	14 Sites	Staff	Funding & Slots
Arlington School District	Snohomish County	54	Active	Info	14 Sites	Staff	Funding & Slots

## Subcontractor Info

From the main Locations and Class page, select the **Subcontractor** button and then select the **Info** link.

- Update the contact information at the top of the page.
- In the **ECEAP Services** section, check which ECEAP services are provided by this Subcontractor.
- Click Save.

Locations & Classes » Subcontractor Info

Snohomish County

**Arlington School District**

Select School Year: 2013-2014 Current School Year

**Info** Sites Staff Funding & Slots

Legal Name: Arlington School District

Alternate Name:  Acronym:

**Physical Address**

Address: 1216 E 5th St

City: Arlington State: WA Zip: 98223

**Mailing Address (if different)**

Address:

City:  State: WA Zip: 99999-9999

Website: pam\_guilford@asd.wednet.edu

Phone Number: (360) 618-6434

**ECEAP Services**

Subcontractor recruits and enrolls families: ☒ Yes ☐ No

Subcontractor provides ECEAP preschool education: ☒ Yes ☐ No

Subcontractor provides ECEAP family support services: ☒ Yes ☐ No

Subcontractor provides ECEAP health services: ☒ Yes ☐ No

**Subcontractor Status**

Current Status: Active

**Change Status**

**Save** **Cancel**

## Inactivate a Subcontractor

If you will not use a subcontractor for the selected school year, click the **Change Status** button at the bottom of the Subcontractor Information page. You cannot inactivate a subcontractor if there are children enrolled in associated sites and classes for that school year.

## Subcontractor Sites

To see this page:

- Select the **Sites** button on the main Locations and Classes tab, or
- Select the **Sites** link on the main Subcontractor page, or
- Select the **Sites** tab from a Subcontractor detail page.

The screenshot shows the 'Subcontractor Sites' page. At the top, there's a breadcrumb trail: 'Locations & Classes » Subcontractor Sites'. Below this, it says 'Snohomish County' and 'Arlington School District'. On the right, there's a 'Select School Year' dropdown set to '2013-2014' with a note 'Current School Year'. Below the district name are tabs: 'Info', 'Sites' (selected), 'Staff', and 'Funding & Slots'. A '+ New Site' button is in the top right. The main content area is a table with columns: 'Site Name', '# of Funded ECEAP Slots', 'Status', and an action column. The first row shows 'Arlington SD' with 54 slots and 'Active' status. The action column has links: 'Info', '3 Classes', 'Staff', 'Slots', '1 on Waiting List', and 'More'.

Site Name	# of Funded ECEAP Slots	Status	
Arlington SD	54	Active	Info 3 Classes Staff Slots 1 on Waiting List More

## Subcontractor Staff

From the main Subcontractor page select the **Staff** link or from a Subcontractor detail page select the **Staff** tab. Subcontractor management staff already entered in ELMS will appear on this page.

- To edit existing staff, click **Edit** in the Action column to the right of their name.
- To add staff, click on the **+ New Staff** button. You may also add Subcontractor management staff from the main **Staff** tab of ELMS and they will appear on this list. See the [Staff](#) section of this manual for details.
- You must select one primary on-site contact. This is the person who can be reached on site in case of an emergency.

The screenshot shows the 'Subcontractor Staff' page. At the top, there's a header 'ELMS' and a search bar. Below is a navigation bar with tabs: 'News', 'Child', 'Locations & Classes' (selected), 'Head Start', 'Staff', 'Monthly Report', 'Admin', and 'Reports'. Below this, it says 'Locations & Classes » Subcontractor Staff', 'Snohomish County', and 'Arlington School District'. On the right, there's a 'Select School Year' dropdown set to '2013-2014' with a note 'Current School Year'. Below the district name are tabs: 'Info', 'Sites', 'Staff' (selected), and 'Funding & Slots'. A '+ New Staff' button is in the top right. The main content area is titled 'Management Staff'. Below this is a section 'Select Primary On-Site Contact' with a table. The table has columns: 'Name', 'Select Contact', 'ELMS Roles', 'Phone Number', and 'Email Address'. The first row shows a contact with the role 'Subcontractor ECEAP Contact/Manager' and an 'Edit' link.

Name	Select Contact	ELMS Roles	Phone Number	Email Address	
	<input type="checkbox"/>	Subcontractor ECEAP Contact/Manager			Edit



## Subcontractor Funding and Slots

To see this page:

- From the main Subcontractor page select the **Funding & Slots** link or
- From a Subcontractor detail page select the **Funding & Slots** tab.

For every subcontractor, enter the number of slots for each of the three ECEAP models: Part Day, Full School Day and Extended Day. Enter zero (0) if you do not have that model.

- Enter the funds per slot the contractor gives the subcontractor for each ECEAP model.
- The over-income limit fields are optional.

Locations & Classes » Subcontractor Funding & Slots

Snohomish County  
Arlington School District

Select School Year: 2014-2015  
Current School Year

Info Sites Staff **Funding & Slots**

Funding Model	Funded ECEAP Slots	Funds Per Slot
Part Day	54	\$7600
Full School Day	0	\$0
Extended Day	0	\$0
Totals	54	

Maximum Percent of Over-Income Slots: 0%

Maximum Number of Over-Income Slots When Fully Enrolled:

Save Cancel

Whenever you need to add slots in ELMS, use the following order:

1. Contractor slots, added by DEL.
2. Subcontractor slots, if any, assigned by the Contractor
3. Site slots assigned by the Subcontractor, if any, or otherwise assigned by the Contractor.
4. Class "Plan for Reserving Slots"

If you enter more slots than available, you will receive a red error message such as this:



- You cannot assign more than 30 Extended Day slots to this subcontractor. You must free up slots from other subcontractors and sites before you can add more slots to this Subcontractor.
- You have unsaved changes on this page. ([show changes](#))

## Adding a Site

*This action can only be completed by an ELMS Contractor Administrator, ECEAP Director, or Subcontractor Contact/Manager.*

1. The first step in adding a new site is to email a [Site Approval Form](#) to your DEL ECEAP Specialist. Once the new site has been approved, you may enter the site information in ELMS.
2. To add a new site to ELMS, open the **Locations & Class** tab, click the **Site** button.

**Locations & Classes**

Contractor Subcontractor **Site** Class

Select School Year: 2013-2014  
Current School Year

271 records found | Search For:  **Advanced Search**

☐ Show Inactive

**+ New Site**

Site Name	Subcontractor Name	# of Funded ECEAP Slots	Status
-----------	--------------------	-------------------------	--------

3. Then click the **+ New Site** button. This generates an **Add New Site** popup window. Answer each question, starting from the top of the page.

**Add New Site**

For School Year: 2013-2014

Is this a subcontracted site? ☐ Yes ☐ No

Contractor: Aberdeen School District

Is there a licensed child care at the same address? ☐ Yes ☐ No

Does the same organization operate the licensed child care and ECEAP? ☐ Yes ☐ No

Site Name:

Date First Staffed for ECEAP:

**Save** **Cancel**

4. Answer **Yes** to “Is this a subcontracted site?” only if this site is run by an organization that reports to another organization, rather than to DEL. At subcontracted sites, teaching staff are usually paid by the subcontractor. At “direct service sites” teaching staff are paid by the contractor that works directly with DEL.
5. If the site has licensed child care, see the next page for details. Otherwise, enter the **Site Name**.
6. Enter the date this site was first staffed for ECEAP.
7. Click **Save** to continue to the Site **Info** page which is explained below.

## New Sites with Licensed Child Care

In the **Add New Site** popup, you must determine if the site also has licensed child care and if this child care is run by the same organization that runs ECEAP at this site.

- If you say Yes to both questions, it means that the ECEAP and child care should be rated together as one entity for Early Achievers.
- Always mark Yes to both questions if ECEAP and child care children are in the same class.
- If you answer yes to both licensed child care questions a Provider ID box will open.
- Enter the Licensed Provider ID or the name of the licensed child care, and click **Search**.
- Then, click on **Select an Option** see the search results.
- Select the correct child care name from this list.

It is very important that this part of ELMS is very accurate. Please contact [elms@del.wa.gov](mailto:elms@del.wa.gov) if you have questions.

**Add New Site**

Is there a licensed child care at the same address? ☒ Yes ☐ No

Does the same organization operate the licensed child care and ECEAP? ☒ Yes ☐ No

Enter a provider ID or provider name, then click Search. You must select an option from the list returned by the Search.

Provider Id:

Provider Name:

**Search**

Select an Option

- A Childs Place Early Learning Center
- A CHILDS PLACE INC
- A CHILDS PLACE TOPPPENISH
- A PLACE FOR KIDS
- A PLACE FOR KIDS EARLY CHILDHOOD ACADEMY
- AFTERSCHOOL SAFE PLACE
- Inspire Development Center - College Place
- James Place Child Development Center
- KIDS PLACE EARLY LEARNING CTR

Site Name:

Date First Staffed for ECEAP:

**Save** **Cancel**

## Updating Site Information

These actions can be completed by an ELMS Administrator, ECEAP Director, Subcontractor Contact/Manager or Site Contact/Manager.

Each year, by September 15, you must review and update your site information. To begin, select the **Site** button from the **Locations & Classes** tab. You will see a list of your active sites. Check the Show Inactive box if you'd like to see inactive sites.

To review and update pages, click on the links to the right of the site name.

**Locations & Classes**

Select School Year: 2013-2014  
Current School Year

Contractor Subcontractor **Site** Class

271 records found | Search For: Search Advanced Search

☐ Show Inactive + New Site

Site Name	Subcontractor Name	# of Funded ECEAP Slots	Status	Info	2 Classes	Staff	Slots	0 on Waiting List	More...
A.J. West Elementary	Direct Service Site	17	Active	Info	2 Classes	Staff	Slots	0 on Waiting List	More...
Adams Elementary (YSD)	Yakima School District	36	Active	Info	2 Classes	Staff	Slots	14 on Waiting List	More...
Almira Part Day	Direct Service Site	18	Active	Info	1 Classes	Staff	Slots	0 on Waiting List	More...
Arlington SD	Arlington School District	54	Active	Info	3 Classes	Staff	Slots	1 on Waiting List	More...
Auburn Alpac Elementary	Auburn School District	9	Active	Info	2 Classes	Staff	Slots	2 on Waiting List	More...

## Site Info

From the main Locations and Class page, select the **Site** button, and then select the **Info** link.

- Update the contact information at the top of the page.
- Answer the [licensed child care](#) questions.
- Complete the page in order, starting from the top.
- Click **Save**.

Info
Classes
Staff
Slots
Waiting List
Recruitment

Organization ID: 161

☐ This site's address is the same as Bright Beginnings for Kittitas County

Is there a licensed child care at the same address? ☒ Yes ☐ No

Does the same organization operate the licensed child care and ECEAP? ☒ Yes ☐ No

Enter a provider ID or provider name, then click Search. You must select an option from the list returned by the Search.

Provider Id:

Provider Name:

Provider Status:

Legal Name:

Alternate Name:  Acronym:

Physical Address

Address:

City:  State:  Zip:

Mailing Address (if different)

Address:

City:  State:  Zip:

Phone Number:

Enrollment Email:

Enrollment Phone:

School District:  ESD:

State Legislative District:  County:

Classes are held in a:  Describe Other:

Population Density:

Site operated by a tribal organization: ☐ Yes ☒ No

Name of Tribe or Tribal Organization:  Describe Other:

Site provides wrap-around child care (extended day services) for ECEAP children: ☐ Yes ☒ No

Primary Child Transport:

This screenshot is continued on next page...

## Site Info page (continued)

The screenshot shows a web form titled 'Site Info page (continued)'. It contains four main sections, each with a header bar and a button:

- Curricula**: Header bar with text 'Creative Curriculum, Second Step, Talking About Touching, Other (Where Bright Futures Begin), Other (Pre-K Math)'. A blue button labeled 'Edit Curricula' is on the right. A red arrow points from this button to the 'Curricula' section header below.
- Developmental Screenings**: Header bar with text 'ASQ - Ages and Stages Questionnaire'. A blue button labeled 'Edit Developmental Screenings' is on the right.
- DEL Approval of New Site Forms**: Header bar. Below it are two fields: 'Approved By:' with a dropdown menu and 'Approved On:' with a date input field (placeholder 'mm/dd/yyyy') and a calendar icon.
- Site Status**: Header bar with text 'Current Status: Active'. A blue button labeled 'Change Status' is on the right.

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

### Curricula

Click on the **Edit Curricula** button and follow instructions in the popup.

- Briefly describe your approach to preschool curriculum in the box provided.
- Select **multi-domain** curricula. These are curricula that address all developmental areas.
- Select **Social-Emotional, Health & Safety** curricula.
- Select **Language/Literacy** curricula.
- Select **Math** curricula.

Check all that apply. Read the choices carefully and only select **Other** if your curricula are not listed.

### Site Developmental Screening

Click on the **Edit Developmental Screening** button and follow instructions in the popup.

- In the first group, only select multi-domain screening tools used for all children.
- In the second group, select tools used for all children who are English-language learners.
- Read the choices carefully and only select **Other** if your curricula are not listed.

Developmental screening occurs during the first 90 days from a child's first day in class. The purpose is to identify children who may need further evaluation for special services.

NOTE: *Teaching Strategies GOLD*™ is an assessment and is not your developmental screening tool.

### DEL Approval of New Site Forms

This section is completed by DEL staff.

### Inactivate a Site

If you will not use this site for the selected school year, click the **Change Status** button at the bottom of the Site Information page. You cannot inactivate a site if there are children enrolled in associated classes for that school year.

## Site Staff

From the main Site page select the **Staff** link or from a Site detail page select the **Staff** tab.

Management Staff for this site already entered in ELMS will appear on this page.

- To edit existing staff, click **Edit** in the Action column to the right of their name.
- To add management staff, click on the **+ New Staff** button. You may also add Site management staff from the main **Staff** tab of ELMS and they will appear on this list See the [Staff](#) section of this manual for details.
- You must select one primary on-site contact. This is the person who can be reached on site in case of an emergency. To do this, check the box next to their name.

Teaching Staff display on this page. Enter them on the Class Staff pages.

Locations & Classes » Site Staff

Bright Beginnings for Kittitas County

Select School Year: 2014-2015 ▼  
Current School Year

Info **Staff** Slots Waiting List Recruitment

### Management Staff

[+ New Staff](#)

Select Primary On-Site Contact

Name	Select Contact	ELMS Roles	Phone Number	Email Address	
	<input checked="" type="checkbox"/>	Site ECEAP Contact/Manager			<a href="#">Edit</a>

### Teaching Staff

Name	ECEAP Roles	Phone Number	Email Address	
	Class Assistant Teacher			<a href="#">Edit</a>
	Class Assistant Teacher			<a href="#">Edit</a>
	Class Lead Teacher			<a href="#">Edit</a>
	Class Assistant Teacher			<a href="#">Edit</a>
	Class Lead Teacher			<a href="#">Edit</a>

### Site Health, Mental Health, and Nutrition Professionals

[+ New Staff](#)

Name	ECEAP Roles	Phone Number	Email Address	
	Site Mental Health Professional			<a href="#">Edit</a>
	Site Health Direct Service Staff			<a href="#">Edit</a>

## Site Slots

From the main Site page, select the **Slots** link or from a Site detail page select the **Slots** tab.

On this page you add information on the number of slots for each of the three ECEAP models: Part Day, Full School Day and Extended Day.

The number of classes already entered in ELMS for this site for this school year is displayed here.

The screenshot shows the 'Site Slots' page for 'Bright Beginnings for Kittitas County'. The page has a breadcrumb trail 'Locations & Classes » Site Slots' and a 'Select School Year' dropdown set to '2014-2015'. The 'Slots' tab is highlighted with a red circle. Below the tabs, there is a table for 'Funded ECEAP Slots' with columns 'Funding Model' and 'Funded ECEAP Slots'. The table shows 18 slots for Part Day, 0 for Full School Day, and 0 for Extended Day, with a total of 18. Below the table, it shows 'Number of Classes/Groups: 1'. At the bottom are 'Save' and 'Cancel' buttons.

Funding Model	Funded ECEAP Slots
Part Day	18
Full School Day	0
Extended Day	0
Total Funded ECEAP Slots	18

Number of Classes/Groups: 1

**Save** **Cancel**

If you enter more slots than available, you will receive a red error message such as this:



## Site Waiting List

From the main Site page, select the **Waiting List** link or from a Site detail page select the **Waiting List** tab.

All children on the waiting list for this site are displayed.

ELMS Contractor Administrators and Eligibility and Enrollment staff have the ability to enroll children or remove them from the waiting list. For more information, see the [Eligibility and Enrollment Manual](#).

The screenshot shows the 'Site Waiting List' page for 'Bright Beginnings for Kittitas County'. The top navigation bar includes tabs for News, Child, Locations & Classes (selected), Head Start, Staff, Monthly Report, Admin, and Reports. Below this, the breadcrumb 'Locations & Classes » Site Waiting List' is visible. A green box on the right allows selecting the 'School Year' (2015-2016) and a 'Future School Year' dropdown. A secondary navigation bar below the breadcrumb includes tabs for Info, Classes, Staff, Slots, Waiting List (highlighted with a red circle), and Recruitment. The main content area features a table of children on the waiting list. Above the table, there are links for 'Switch to Bulk Enrollment' and 'Export List to Excel'. The table headers are 'Sort By: First Name, Last Name, Priority Points, Funding Model' and 'Sort Direction: Ascending, Descending'. The table lists three children, each with their name (redacted), age, gender, priority points, and eligibility status. Each entry has 'Enroll' and 'Remove' buttons. Below each entry, additional details are shown: 'Date on Waiting List: 3/31/2015', 'Application Completed: Yes', 'Child Notes: View', and 'Preference: 1st'.

Sort By: First Name Last Name Priority Points Funding Model	Sort Direction: Ascending Descending
[Redacted Name] Age: 4 Gender: M Priority Points: 100 Eligible For Part Day, Full School Day	Enroll Remove
Date on Waiting List: 3/31/2015 Application Completed: Yes Child Notes: View Preference: 1st	
[Redacted Name] Age: 4 Gender: F Priority Points: 100 Eligible For Part Day, Full School Day	Enroll Remove
Date on Waiting List: 3/31/2015 Application Completed: Yes Child Notes: View Preference: 1st	
[Redacted Name] Age: 4 Gender: M Priority Points: 100 Eligible For Part Day, Full School Day	Enroll Remove
Date on Waiting List: 3/31/2015 Application Completed: Yes Child Notes: View Preference: 1st	

## Recruitment

From the main Site page select the **“More”** link, then select **Recruitment**, or from a Site detail page select the **Recruitment** tab.

Answer all five questions on the **Recruitment** page. They are used to monitor ECEAP Performance Standard B-100.

Describe your year-round recruitment procedures:

Posters are place in community buildings and other agencies, flyers are mailed out to community agencies, and we receive DSHS client information through our partnership with DEL and every spring send out enrollment postcards to families who are receiving benefits in each of our Counties. PSA's are sent to radio station throughout the year and information is circulated on TCTV throughout the year and as need. Now enrolling banners can be displayed throughout the year. Our management staff attends community meetings and sit on local

1040 characters (960 characters remaining)

How do you ensure that you are recruiting and enrolling the children most in need of ECEAP services within your service area?

We utilize our Selection Criteria scores to determine highest need families based on factors like family income, child having a certified IEP, homelessness, foster child, and other attributes. The Selection Criteria Policy has been approved by both the Board of Directors and Policy Council. A child with the highest points would be selected first as the highest need based on the criteria.

We partner with many agencies in our communities that work with families in high need that refer families for our services and that we may

841 characters (1159 characters remaining)

What strategies do you use to recruit children who are homeless?

We create and maintain strong relationships with homeless liaisons in school districts who refer families to us, we have relationships with community agencies who serve homeless families who can then refer families to us, posting fliers or other advertisements in locations that have high homeless populations or agencies/retail establishments who have a large homeless client base.

382 characters (1618 characters remaining)

What strategies do you use to recruit foster children and children receiving Child Protective Services (CPS) or Family Assessment Response (FAR) services?

We create and maintain relationships with caseworks from DSHS and CPS for referrals, work with local daycares who serve children on childcare subsidy (particularly those subsidies from DSHS or CPS), work with other agencies that serve foster families or family members as caregivers for mutual referrals.

304 characters (1696 characters remaining)

What strategies do you use to recruit children from families with the lowest income?

Advertise using fliers, signs, or word-of-mouth in neighborhoods/apartment complexes that serve a high percentage of low income families. Encourage previous/current families to refer friends/families from similar economic situations, advertise in schools that serve a large percentage of free/reduced lunch children, ask staff in the schools to refer families, send out postcards to families receiving TANF as received from DSHS.

## Adding a Class

*This action can only be completed by an ELMS Contractor Administrator, ECEAP Director, Subcontractor Contact/Manager, or a Site Contact/Manager.*

To add a new class to ELMS, open the **Locations & Class** tab, click the **Class** button.

**Locations & Classes**

Contractor Subcontractor Site **Class**

Select School Year: 2013-2014  
Current School Year

628 records found | Search For: Search Advanced Search

☐ Show Inactive

+ New Class

Class Name	Site Name	# of Assigned ECEAP Slots	# of Children Enrolled	Lead Teacher	Status
------------	-----------	---------------------------	------------------------	--------------	--------

Then click the **+ New Site** button. This generates an **Add New Site** popup window. Answer each question.

**Add New Class**

For School Year: 2013-2014

Contractor: [dropdown]

Subcontractor: Select Contractor

Site Name: Select Contractor

Class Name: [text input]

Date First Staffed for ECEAP: [calendar icon]

Save Cancel

The **Date First Staffed** is the date that any ECEAP staff will start working in this classroom, such as the date they start setting up the room for ECEAP.

Click **Save** to continue to the Class **Info** page which is explained below.

## Updating Class Information

Each year, by September 15, you must review and update your class information. To begin, select the **Class** button from the **Locations & Classes** tab. You will see a list of your active classes. Check the Show Inactive box if you'd like to see inactive classes.

To review and update pages, click on the links to the right of the class name.

**ELMS** Enter search criteria

[News](#) [Child](#) **[Locations & Classes](#)** [Head Start](#) [Staff](#) [Monthly Report](#) [Admin](#) [Reports](#)

### Locations & Classes

[Contractor](#) [Subcontractor](#) [Site](#) **[Class](#)**

Select School Year: 2013-2014 Current School Year

628 records found | Search For:  [Advanced Search](#)

☐ Show Inactive [+ New Class](#)

Class Name	Site Name	# of Assigned ECEAP Slots	# of Children Enrolled	Lead Teacher	Status	
#1	Orcas Montessori	9	9	Tom Rubottom	Active	<a href="#">Info</a> <a href="#">Class Roster</a> <a href="#">Staff, Slots &amp; Ratio</a>
104	Kittitas Street Center	18	18	Debbie O'Dell	Active	<a href="#">Info</a> <a href="#">Class Roster</a> <a href="#">Staff, Slots &amp; Ratio</a>
107	Kittitas Street Center	18	18	Melinda Steiner	Active	<a href="#">Info</a> <a href="#">Class Roster</a> <a href="#">Staff, Slots &amp; Ratio</a>
2125A	Ellsworth	18	18	Laural Heaton	Active	<a href="#">Info</a> <a href="#">Class Roster</a> <a href="#">Staff, Slots &amp; Ratio</a>
2125B	Ellsworth	18	18	Laural Heaton	Active	<a href="#">Info</a> <a href="#">Class Roster</a> <a href="#">Staff, Slots &amp; Ratio</a>

## Class Info

From the main Locations and Class page, select the **Class** button, and then select the **Info** link. *See the screenshot on the next page.*

- For “**Instruction and Adult Conversation Provided in...**” select the class language or languages. This is not all of the children’s home languages. Just include instructional languages.
- Select the ECEAP model for the class: Part Day, Full School Day or Extended Day.
  - There can only be one model per class in ELMS. If you have DEL permission to have two models blended in one class, you create two classes in ELMS and email [elms@del.wa.gov](mailto:elms@del.wa.gov) with a request to “link” them.
  - Make sure the site has slots available for the model.
  - “Part Day” requires a minimum of 2.5 hours or 3 hours per ECEAP class session depending on the date the slots were funded. There is a minimum of 320 or 360 classroom hours and minimum of 30 weeks per year.
  - “Full School Day” requires 5.5 to 6.5 ECEAP hours per day , at least 4 days per week during the school year.
  - “Extended Day” requires 10 or more ECEAP hours per day, 5 days per week, year round.
- Complete all parts of the **Class Schedule**.
  - The yellow message at the top of the screenshot below is for information only.
  - **Total Classroom Days** means the actual number of days the class will meet this school year, excluding holidays, vacations and conference days.
  - To complete **Weekly Schedule**, check the box for the first day the class meets each week. Then enter the class start and end times. Then select additional days and the hours will automatically fill in.
  - If you have different schedules for weeks A and B, select the **Class Uses Alternating Schedule** button so you can enter both weeks.
- You will know it is complete when you see these three statements at the bottom of the Class Schedule section:
  - Number of Weeks Planned for School Year
  - Average ECEAP Time Per Day
  - Total ECEAP Hours Per Year (must be 320 or more)
- Click **Save**.

*See screen shot on next page.*

Info
Class Roster
Staff, Slots & Ratio

- Total ECEAP Hours cannot be calculated until class start/end dates, total classroom days, and any weekly schedule(s) are provided.
- Total ECEAP Weeks cannot be calculated until class start/end dates, total classroom days, and any weekly schedule(s) are provided.

Class Name:
Dolphins

Instruction and Adult to Child Conversation Provided in:
English

Select Classroom Funding Model:

☐ Part Day
☒ Full School Day
☐ Extended Day

**Linked Classes (DEL Admin Only)**

Link to Existing ECEAP Class:
Select an Option
Link Classes

**Schedule**

Class Start Date:
mm/dd/yyyy
Class End Date:
mm/dd/yyyy

Total Classroom Days:
(excluding school closure days)

**Weekly Schedule**

<input type="checkbox"/>	Monday	To
<input type="checkbox"/>	Tuesday	To
<input type="checkbox"/>	Wednesday	To
<input type="checkbox"/>	Thursday	To
<input type="checkbox"/>	Friday	To

Class Uses Alternating Schedule

Number of Weeks Planned for School Year 0

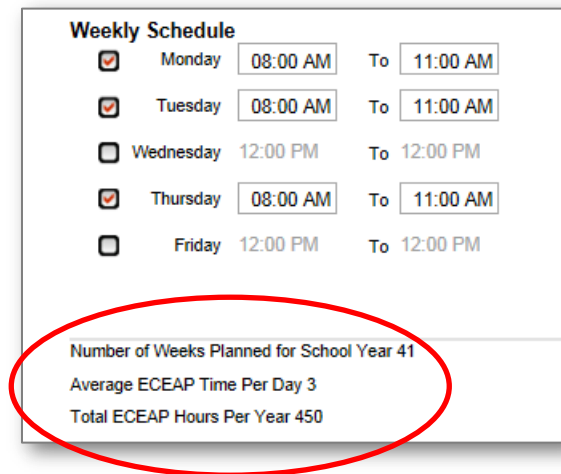
**Class Status**

Current Status: Active
Change Status

Save
Cancel

You must complete this page before you can enroll children in this class in ELMS.

Note the number of weeks, average class time, and total ECEAP hours are automatically calculated after you click Save.



The screenshot shows a 'Weekly Schedule' form. It lists days of the week with checkboxes and time slots. A red circle highlights the bottom section of the form, which contains summary information.

Weekly Schedule		
<input checked="" type="checkbox"/>	Monday	08:00 AM To 11:00 AM
<input checked="" type="checkbox"/>	Tuesday	08:00 AM To 11:00 AM
<input type="checkbox"/>	Wednesday	12:00 PM To 12:00 PM
<input checked="" type="checkbox"/>	Thursday	08:00 AM To 11:00 AM
<input type="checkbox"/>	Friday	12:00 PM To 12:00 PM

---

Number of Weeks Planned for School Year 41

Average ECEAP Time Per Day 3

Total ECEAP Hours Per Year 450

### Inactivate a Class

If you will not use this class for the selected school year, click the **Change Status** button at the bottom of the Class Information page. You cannot inactivate a class while there are children enrolled.

### When a Class has more than one model – NEW for 2015

You must have permission from DEL before setting up a class with more than one ECEAP model: Part Day, Full School Day and Extended Day. In ELMS, you create these as one class then contact [elms@del.wa.gov](mailto:elms@del.wa.gov) to request that we “link” them.

## Class Roster

From the main **Class** page select the **Class Roster** link, or from a Class detail page select the **Class Roster** tab.

Here you see the list of enrolled children, with their ID, Name, Age, First Day Attended, Last Day Attended, the ECEAP slot models they are eligible for, and their assigned Family Support staff.

From this page, you can open the Child & Family Updates pages, or transfer or exit a child.

News Child **Locations & Classes** Head Start Staff Monthly Report Admin Reports

Locations & Classes » Class Children

San Juan County ECEAP

- Orcas Montessori
  - Orcas Montessori
    - Montessori ECEAP class**

Select School Year: 2014-2015  
Current School Year

**Class Roster** Staff, Slots & Ratio

☒ Show all students who were enrolled in the class this school year

Child ID	Name	Age	First Day Attended	Last Day Attended	Eligible For	Family Support	
		4	9/3/2014	N/A	Part Day, Full School Day		Child & Family Updates Application Transfer Exit
		4	9/3/2014	N/A	Part Day, Full School Day		Child & Family Updates Application Transfer Exit
		4	9/3/2014	N/A	Part Day, Full School Day		Child & Family Updates Application Transfer Exit
		4	9/3/2014	N/A	Part Day, Full School Day		Child & Family Updates Application Transfer Exit
		3	9/3/2014	N/A	Part Day, Full School Day, Extended Day		Child & Family Updates Application Transfer Exit
		3	9/3/2014	N/A	Part Day, Full School Day, Extended Day		Child & Family Updates Application Transfer Exit
		4	9/3/2014	N/A	Part Day, Full School Day, Extended Day		Child & Family Updates Application Transfer Exit
		3	9/3/2014	N/A	Part Day, Full School Day, Extended Day		Child & Family Updates Application Transfer Exit



## Staff, Slots & Ratio

From the main **Class** page select the **Staff, Slots & Ratio** link or from a Class detail page select the **Staff, Slots & Ratio** tab.

From the **Staff, Slots & Ratio** page, you add or remove classroom staff and set up the plan for distributing slots in the class between your funding sources. This page also displays the Adult to Child ratio. See below for details.

### Assigning Staff to a Class

#### To add staff to a class:

- First, make sure you have the same number of "positions" as the usual number of staff in the classroom. If you normally have one lead teacher and two assistant teachers at the same time, create one lead teacher position and two assistant teacher positions. Click the blue "+ New Position" button to start.
  - When you first set up a new class, ELMS creates one Lead Teacher position.
- To add positions, click on the **+ New Position** button. Follow the directions in the popup.

**Staff Assigned to Class**

First, make sure you have the same number of "positions" as the usual number of staff in the classroom. If you normally have one lead teacher and two assistant teachers at the same time, create one lead teacher position and two assistant teacher positions. Click the blue "+ New Position" button to start.

Then, add the correct names under each position. The only time you add two names under a position is when two people work in shifts to cover the same role (such as when you have a morning teacher and an afternoon teacher for a Full School Day or Extended Day ECEAP class). Click the light blue "+ New Staff" links to add names.

Position	Position is Filled all ECEAP Hours? (check if true)	# of Staff in Position	
<input type="checkbox"/> Lead Teacher	<input type="checkbox"/>	0	<a href="#">+ New Lead Teacher Staff</a> <a href="#">Remove Position</a>

No staff assigned to this position ...

**Plan for Reserving Slots**

- After you assign all the positions you need, add the correct names under each position.
  - Click the light blue **" + New (Staff) "** links to add names of staff.
  - The only time you add two names under a position is when two people work in shifts to cover the same role (such as when you have a morning teacher and an afternoon teacher for a Full School Day or Extended Day ECEAP class).

- This opens a pop-up where you can assign an existing staff person by following **Step 1**, or add a new staff person by following **Step 2**. See screenshot below.

The screenshot shows the 'Select Staff' pop-up window. The window has a title bar with a close button. Inside, there is an 'Instructions' section with an information icon. The instructions state: 'Use this screen to add staff names to a position.' followed by two bullet points: 'Usually, you only add one name per positions.' and 'You may add a second name to a position only when two people work in shifts to cover the same role (such as when you have a morning teacher and an afternoon teacher for a Full School Day or Extended Day ECEAP class).' Below this, it says 'There are two options:' followed by a numbered list: '1. Select a staff that has already been in ELMS and add the new staff assignment to them.' and '2. Add a new staff to ELMS.' It then says 'Once you have associated or added the appropriate staff, press the Close button.'

Below the instructions, there are two steps:


- 1)** If the person has already been added to ELMS, select them from the following dropdown list. Below this is a dropdown menu labeled 'Select a Staff ...'.
- 2)** If the person has not yet been added to ELMS, add them via the [Add Staff](#) page.

At the bottom left of the pop-up is a 'Close' button. The background of the application shows the 'Locations & Classes' section with a 'Class Staff & Slots' sub-section. On the right, there is a 'Select School Year' dropdown set to '2014-2015' and a '+ New Position' button. Below this, there are three rows of buttons: '+ New Assistant Teacher Staff' and 'Remove Position', '+ New Lead Teacher Staff' and 'Remove Position', and '+ New Other Classroom Staff' and 'Remove Position'.

- Be sure to click the **Position is Filled all ECEAP Hours** checkbox if there is someone present in that position for all ECEAP hours. ELMS counts this position in the class's Adult to Child Ratio.

Info Class Roster **Staff, Slots & Ratio**

### Staff Assigned to Class

 First, make sure you have the same number of "positions" as the usual number of staff in the classroom. If you normally have one lead teacher and two assistant teachers at the same time, create one lead teacher position and two assistant teacher positions. Click the blue "+ New Position" button to start.


Then, add the correct names under each position. The only time you add two names under a position is when two people work in shifts to cover the same role (such as when you have a morning teacher and an afternoon teacher for a Full School Day or Extended Day ECEAP class). Click the light blue "+ New Staff" links to add names.

Position	Position is Filled all ECEAP Hours? (check if true)	# of Staff in Position	
Assistant Teacher	<input type="checkbox"/>	0	+ New Assistant Teacher Staff Remove Position
No staff assigned to this position ...			
Lead Teacher	<input type="checkbox"/>	0	+ New Lead Teacher Staff Remove Position
No staff assigned to this position ...			
Other Classroom Staff	<input type="checkbox"/>	0	+ New Other Classroom Staff Remove Position
No staff assigned to this position ...			

+ New Position

- If you have a Full School Day or Extended Day classroom and have two Lead Teachers who share one position, you can assign two different staff people under one position. Then indicate one **Primary Lead Teacher** by checking the box.

Staff Assigned to Class

 First, make sure you have the same number of "positions" as the usual number of staff in the classroom. If you normally have one lead teacher and two assistant teachers at the same time, create one lead teacher position and two assistant teacher positions. Click the blue "+ New Position" button to start.

Then, add the correct names under each position. The only time you add two names under a position is when two people work in shifts to cover the same role (such as when you have a morning teacher and an afternoon teacher for a Full School Day or Extended Day ECEAP class). Click the light blue "+ New Staff" links to add names.

Position	Position is Filled all ECEAP Hours? (check if true)	# of Staff in Position	
Assistant Teacher 1	<input type="checkbox"/>	0	+ New Assistant Teacher Staff Remove Position
No staff assigned to this position ...			
Assistant Teacher 2	<input type="checkbox"/>	0	+ New Assistant Teacher Staff Remove Position
No staff assigned to this position ...			
Lead Teacher	<input type="checkbox"/>	2	+ New Lead Teacher Staff Remove Position
Name	Is Primary Lead Teacher?	Phone Number	Email
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Unassign Staff Unassign Staff

## Removing a Staff Person from a Class

- Click the **Unassign Staff** link.
- When removing a teacher would cause the class to be out-of-ratio, you must first add a new teacher before removing the former teacher.

The screenshot shows a web interface for managing staff. At the top right is a button labeled '+ New Position'. Below this are two sections for 'Assistant Teacher' and 'Lead Teacher'. Each section has a checkbox, a 'Position is Filled all ECEAP Hours? (check if true)' checkbox, and a '# of Staff in Position' value of 1. To the right of each section are links for '+ New Assistant Teacher Staff' and 'Remove Position'. Below each section is a table with columns: Name, Is Primary Lead Teacher?, Phone Number, and Email. The 'Unassign Staff' link is circled in red in the Assistant Teacher section.

Position	Position is Filled all ECEAP Hours? (check if true)	# of Staff in Position	+ New Assistant Teacher Staff	Remove Position
<input type="checkbox"/> Assistant Teacher	<input checked="" type="checkbox"/>	1	+ New Assistant Teacher Staff	Remove Position
Name	Is Primary Lead Teacher?	Phone Number	Email	Unassign Staff
<input type="checkbox"/> Lead Teacher	<input checked="" type="checkbox"/>	1	+ New Lead Teacher Staff	Remove Position
Name	Is Primary Lead Teacher?	Phone Number	Email	Unassign Staff

## Removing a Position


- To remove a Position for a class, click the **Remove Position** link

The screenshot shows the same web interface as above. The 'Remove Position' link in the Assistant Teacher section is circled in red.

Position	Position is Filled all ECEAP Hours? (check if true)	# of Staff in Position	+ New Assistant Teacher Staff	Remove Position
<input type="checkbox"/> Assistant Teacher	<input checked="" type="checkbox"/>	1	+ New Assistant Teacher Staff	Remove Position
Name	Is Primary Lead Teacher?	Phone Number	Email	Unassign Staff
<input type="checkbox"/> Lead Teacher	<input checked="" type="checkbox"/>	1	+ New Lead Teacher Staff	Remove Position
Name	Is Primary Lead Teacher?	Phone Number	Email	Unassign Staff

## Swapping Teachers Between Positions

- To switch a lead teacher with an assistant teacher (usually when they were entered incorrectly):
  - Click **Swap Staff** next to the name of one of the people.
  - Select the person you wish to swap them with when prompted.



First, make sure you have the same number of "positions" as the usual number of staff in the classroom. If you normally have one lead teacher and two assistant teachers at the same time, create one lead teacher position and two assistant teacher positions. Click the blue "+ New Position" button to start.

Then, add the correct names under each position. The only time you add two names under a position is when two people work in shifts to cover the same role (such as when you have a morning teacher and an afternoon teacher for a Full School Day or Extended Day ECEAP class). Click the light blue "+ New Staff" links to add names.

Position	Position is Filled all ECEAP Hours? (check if true)	# of Staff in Position																			
<div>+ New Position</div>																					
<div>Assistant Teacher</div>	<input checked="" type="checkbox"/>	3	<div>+ New Assistant Teacher Staff</div> <div>Remove Position</div>																		
<table> <thead> <tr> <th>Name</th> <th>Is Primary Lead Teacher?</th> <th>Phone Number</th> <th>Email</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td> <div>Unassign Staff</div> <div>Swap Staff</div> </td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td> <div>Unassign Staff</div> <div>Swap Staff</div> </td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td> <div>Unassign Staff</div> <div>Swap Staff</div> </td> </tr> </tbody> </table>	Name	Is Primary Lead Teacher?	Phone Number	Email						<div>Unassign Staff</div> <div>Swap Staff</div>					<div>Unassign Staff</div> <div>Swap Staff</div>					<div>Unassign Staff</div> <div>Swap Staff</div>	
Name	Is Primary Lead Teacher?	Phone Number	Email																		
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				<div>Unassign Staff</div> <div>Swap Staff</div>																	
<div>Lead Teacher</div>	<input checked="" type="checkbox"/>	1	<div>+ New Lead Teacher Staff</div> <div>Remove Position</div>																		
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Name	Is Primary Lead Teacher?	Phone Number	Email																		
	<input checked="" type="checkbox"/>			<div>Unassign Staff</div> <div>Swap Staff</div>																	


## Plan for Reserving Slots

This section shows whether this class is only for ECEAP children or blended with children funded by other sources. It also calculates your Adult to Child ratio for the class.

1. On the first line, enter the number of ECEAP children for this class for the ECEAP model you selected for the class. On this line, count only those who do not have IEPs.
2. On the second line, enter the number of ECEAP children who have IEPs.
3. On the remaining lines, enter your best estimate of other children who will be in this same class. You will update the actual numbers in the ELMS Monthly Report after classes begin.
4. Click **Save**.
5. The Total Children in Class and the Adult to Child Ratio will automatically calculate. If the ratio isn't correct, ensure that:
  - All classroom staff are assigned (see the section just above).
  - "Position is Filled all ECEAP Hours" is checked when appropriate.
  - Staff who are present for all class hours each occupy a different position.

Plan for Reserving Slots	
Number of ECEAP-only Part Day Children	0
Number of ECEAP Part Day Children with IEPs	0
Number of Non-ECEAP Children Funded by Special Education	0
Number of Head Start Children	0
Number of Non-ECEAP Preschool Children Present for ECEAP Hours Only	0
Number of Non-ECEAP Child Care Children Present for ECEAP Hours and Longer	0
Total Children in Class	0
Adult to Child Ratio	N/A

NOTE: If you attempt to add slots to a class before adding them to the site, you get a message like this:



- Your ELMS Administrator must enter slots for this site before you can add more class slots. Total Part Day slots assigned to the site: 0. Total already allocated to classes: 0.
- You have unsaved changes on this page. ([show changes](#))

## Adding, Editing, or Removing Staff in ELMS

All supervisors can add staff to ELMS. Only ELMS Administrators can approve ELMS access for staff. Supervisors and ELMS Administrators should ensure that staff records are up to date and that each staff person has the correct access.

There are two different types of staff in ELMS:

- Staff listed in ELMS
- Staff who are ELMS users.

DEL recommends that you schedule time before enrollment begins each year, and again at the start of the school year, to review staff in ELMS:

- Add any new staff.
- Confirm names of staff who are contractor, subcontractor, or site contacts.
- Unassign classroom staff who are no longer present.
- Disassociate ELMS access for staff who are no longer present (only ELMS Administrators can do this).
- Check that **ELMS Roles** are correct for all staff.

## Staff Roles in ELMS

The first step is to determine the correct **ELMS Role** for each staff person. A person's **ELMS Role** determines what they can see and do in ELMS. Getting this right is very important for managing the security of child and family information in ELMS. Please note:

- The name of the role may not match their job title.
- A person may have more than one ELMS role.
- For example, you may have staff with the job title 'Family Advocate' who determine if children are eligible for ECEAP and enroll them in classes, and also provide family support services. These staff would need the **ELMS Roles** of Family Support Specialist and Eligibility/Enrollment Staff.

### ELMS Administrator Role

This is the highest level of ELMS use at the Contractor level. They can enter data in almost every field of ELMS; this enables them to help other staff understand and use ELMS. This role should be limited to trained, technologically-advanced users who can maintain a high level of confidentiality. This role can:

- Complete all child tasks – prescreens, applications, waiting lists, enrollment, exits, bulk updates, and Child and Family Updates.
- Enter and update contractor, subcontractor, site and class information.
- Add and edit staff records; request, approve, or delete ELMS access.
- Complete, edit, and submit monthly reports.
- Manage user roles in the Admin tab.
- Enter custom priority points for children's environmental risk factors.
- Remove duplicate child records
- View reports.

**ECEAP Director Role**

This is the person identified by and regularly in contact with DEL as the director at the ECEAP contractor level. This role can see most of ELMS, and can complete all tasks in ELMS except for some specialized tasks in the Admin tab. This role can:

- View child records.
- Enter and update contractor, subcontractor, site and class information.
- Add and edit staff records; request ELMS access for staff.
- Complete, edit, and submit monthly reports to DEL.
- Enter custom priority points for children's environmental risk factors.
- View reports.

**ECEAP Child Development/Education Manager Role**

This person works at contractor level for some larger ECEAP contractors. They oversee the classroom component of ECEAP. If they have ELMS access, they can:

- View child prescreens, applications, and Child & Family Updates for all children.
- View contractor, subcontractor, site and class information.
- View staff records.
- View reports.

**ECEAP Family Support Manager Role**

This person works at contractor level for some larger ECEAP contractors. They oversee the family support component of ECEAP. If they have ELMS access, they can:

- View child prescreens, applications, and Child & Family Updates for all children.
- View contractor, subcontractor, site and class information.
- View staff records.
- View reports.

**ECEAP Health Manager Role**

This person works at contractor level for some larger ECEAP contractors. They oversee the classroom component of ECEAP. If they have ELMS access, they can:

- View child prescreens, applications, and Child & Family Updates for all children.
- View contractor, subcontractor, site and class information.
- View staff records.
- View reports.

**Subcontractor and Site Contact/Manager Role**

This role is for the supervisors in charge at an ECEAP site or for an ECEAP subcontractor. This role can:

- View child prescreens, applications, and Child & Family Updates.
- Create and update sites and classes.
- Add and edit staff records; request ELMS access for staff.
- Complete, edit and submit class and site-level monthly reports.
- View reports.



**Eligibility/Enrollment Staff Role**

This role must be added for any person, except the ELMS Administrator, who manages child eligibility and enrolls children in classes. Persons in this role may work at the site, subcontractor, or contractor level. This ELMS role allows a person to:

- Complete all child tasks – a prescreens, applications, waiting lists, enrollment, exits, bulk updates, and Child and Family Updates.
- View specific reports.

**Family Support Staff Role**

This role is for staff who work directly with families to provide family support services. This role is always entered into ELMS at the Program Wide (Contractor) level, but access is limited to the children assigned to each family support staff at the time of child enrollment. If the person in this role has ELMS access, they can:

- View child prescreens and applications for their assigned children.
- Enter information in Child and Family Updates for their assigned children.
- Complete and submit class-level monthly reports.

**ECEAP Health Advocate Role (formerly “Health Direct Services Staff”)**

Staff in this role work directly with families to coordinate children’s health care services. This ELMS role allows a person to:

- View child prescreens and applications for their assigned children.
- Enter Child and Family Updates.
- View health reports.

**Lead Teacher and Assistant Teacher Roles**

Staff in these roles work at the class level. If they have ELMS access, they can:

- View child prescreens and applications for their assigned children.
- Enter Child and Family Updates.
- Enter class information, such as the class schedule. If they use ELMS, they may enter child notes, enter the class schedule, enter class information in monthly reports, and enter developmental screening and parent-teacher conference information.

## Roles that do not have ELMS Access

You can enter names of staff with the following roles in ELMS, but they do not currently have access to ELMS:

- Dietitian
- Health Professional
- Mental Health Professional
- Other Classroom Staff
- ECEAP Staff - Other

If a person in one of these roles needs access to ELMS, please assign them an appropriate ELMS role from the list above. For example, you may need a health professional to also have the ELMS role of Health Advocate, if they need to view or enter health data for children, or view health reports.

**NOTE:** Do not use the **ECEAP Staff – Other** role for a person who has any other ELMS role. It is intended for staff you want to list in ELMS, but who do not fit into any of the current role categories. This role does not have ELMS access.

## Add Staff from Staff Tab

Follow these steps to ensure that we do not list the same person more than once in ELMS.

1. **First**, determine if the staff person is already in ELMS, by using Search for Staff. You can search by entering all or part of the staff name, or by selecting a subcontractor, site, or ELMS Role.
2. If the correct staff record appears, click on **Edit** to add, delete, or change a role. See Staff Member Details below for tips.
3. If the person's name does not appear, click on the **Add Staff Member** button.

Thanks for following these steps to prevent duplicate staff records.

The screenshot shows the ELMS Staff Search interface. At the top, there is a navigation bar with tabs: News, Child, Locations & Classes, Head Start, **Staff**, Monthly Report, Admin, and Reports. Below the navigation bar is a search bar with the text "Search". The main content area has a header "Staff » Search" and a title "Add or Search for Staff". To the right of the title is a "Select School Year" dropdown menu set to "2013-2014" with the text "Current School Year" below it. Below the title is a button labeled "Add Staff Member". To the right of this button is a button labeled "+ New Staff". Below the "Add Staff Member" button is a section titled "Search for Staff". This section contains five input fields: "Name:", "Contractor:" (with a dropdown menu showing "All Contractors"), "Subcontractor:" (with a dropdown menu), "Site Name:" (with a dropdown menu), and "Role:". At the bottom of the search section are two buttons: "Search" and "Clear". Red circles highlight the "Search for Staff" title, the "+ New Staff" button, the "Search" button, and the "Search" input field.

## Add Staff from Location Pages

You can also add staff from the applicable Contractor, Subcontractor, Site or Class landing pages within the **Locations & Classes** tab.

The screenshot shows the ELMS interface with the 'Locations & Classes' tab selected. Under this tab, 'Contractor Staff' is chosen. A sub-menu is visible with options: Info, Sites, Staff (highlighted with a red circle), Planning & Slots, and Service Areas. A red arrow points from the 'Staff' sub-tab to a '+ New Staff' button located at the bottom right of the 'Management Staff' section. The top navigation bar includes links for News, Child, Locations & Classes, Head Start, Staff, Monthly Report, Admin, and Reports. The 'Select School Year' dropdown is set to '2013-2014'.

If you use this option, you will:

- First, determine if the staff person is already in ELMS. To do this, type the person's name into the dropdown list.
- If they are not on the list, continue to step 2 and click the link to the Add Staff page.

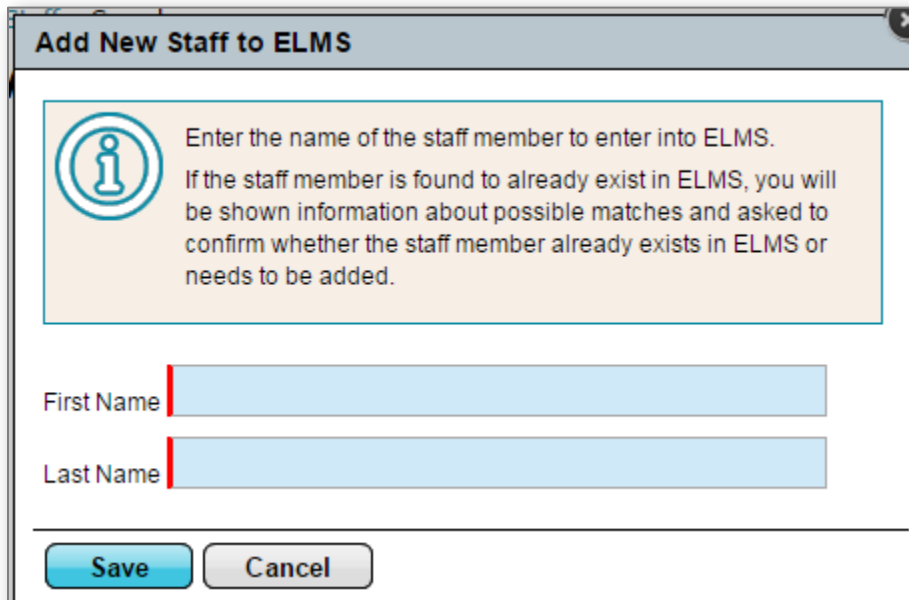
The 'Select Staff' popup window provides instructions for adding staff. It features two main steps:   
1) If the person has already been added to ELMS, select them from the following dropdown list. A dropdown menu labeled 'Select a Staff ...' is provided.   
OR   
2) If the person has not yet been added to ELMS, add them via the [Add Staff](#) page.   
An 'Instructions' box with an information icon states: 'This screen allows you to associate staff to an organization and specific role. There are two options: 1. Select a staff that has already been in ELMS and add the new staff assignment to them. 2. Add a new staff to ELMS. Once you have associated or added the appropriate staff, press the Close button.' A 'Close' button is located at the bottom of the popup.

Click the Close button to close the popup and return to the location's Staff page.

## Add New Staff to ELMS

When you click the “+ New Staff” button on the Staff tab or on a Contractor/Subcontractor/Site Staff page, you see the popup below.

Enter the new person’s name and click Save to begin creating a staff record.



The screenshot shows a dialog box titled "Add New Staff to ELMS". Inside the dialog, there is an information icon (a lowercase 'i' inside a circle) followed by the text: "Enter the name of the staff member to enter into ELMS. If the staff member is found to already exist in ELMS, you will be shown information about possible matches and asked to confirm whether the staff member already exists in ELMS or needs to be added." Below this text are two text input fields. The first field is labeled "First Name" and the second is labeled "Last Name". At the bottom of the dialog are two buttons: "Save" and "Cancel".

If the name you enter is the same as an existing person in ELMS, you will be asked to:

- Use Staff Search to locate the original record.
- If the person you are adding is already in ELMS, click the Edit button next to their name and add their new roles.
- If the person you are entering is not already in ELMS, click Add New Staff and continue with the steps below.

When you save a person's name on new staff record, or open an existing staff record, you see the page below.

- If you are adding a new staff member, the form will be blank except for the name that you already entered.
- If you are editing an existing staff member, you will see the currently assigned roles and whether or not each role has ELMS access.

Staff » Edit Staff

**Edit Staff**

Select School Year: 2014-2015  
Current School Year

Successfully added new staff, "Example Person."

**General Information**

First Name: Example

Last Name: Person

Job Title:

**Contact Information**

Address:

Phone - Office

WA 99999

Save Cancel

**Login Information**

Username:

Date of Birth:

Email:

Add Login Access to ELMS

This staff does not currently have login access to ELMS.

**ELMS Roles**

No ELMS roles ...

Click here for role definitions.

+ New Role

This page has four sections:

#### General Information

- You may enter name changes here.
- The "Job Title" field is optional.

#### Contact Information:


You may choose to enter an address. Click the "+ New Contact Info" button to enter phone numbers or email addresses.

- It is optional to enter contact information, except for ECEAP Directors for whom you must enter work and personal email addresses and phone numbers. This allows DEL to reach directors in case of emergency.
- Any contact info you enter will display on this page.
- Phone numbers and email addresses will also display on the Staff lists in the Locations and Classes tab.

**Login Information:**

- Skip this section if this person will not have ELMS access.
- If this person has a DEL Portal account set up to access ELMS, their login information will appear here.
- If this person needs access to ELMS, start by clicking the blue “Add Login Access to ELMS” button. Enter their date of birth and email address in the popup. The STARS number is optional. Click Save.
  - You must use the actual birth date, so ELMS associates with the person’s other DEL Portal accounts such as MERIT.
  - Use the email address this person will use for all ELMS communications. If the person already has another DEL Portal account such as MERIT, the ELMS email must be the same as their primary email address in MERIT. If you enter a conflicting staff name, email address, or birthdate, you may receive a message that they have an existing account and you cannot add another. In this case:
    - Make sure you entered accurate information.
    - Ask the person to update their MERIT account to use the same email.
- Once a login is established, you will be allowed to assign ELMS access by role and location, in the steps below.

Add ELMS Login Access to Staff



Enter Date of Birth and email address. If the staff has a STARS ID, please enter that, as well.

If an existing account is found in the DEL Portal, you will be prompted to associated this staff member with that account. If more than one account is found, you will need to contact DEL to resolve the conflict. If not accounts are found, you will be prompted to add a new account for this staff into the DEL Portal.

Note: When using an email address, please discuss with the staff prior to choosing an email address. The staff may prefer to use a personal email address or other email address as opposed to their work/office email address.

Note: You have to either enter information in section 1 that is email address and date of birth or stars id in section 2, you can not enter information in both sections.

First Name:

Example


Last Name:

Person

1)

Date of Birth:

mm/dd/yyyy



Please fill out this field.

Email Address:

Verify Email Address:

OR

2)

STARS ID:

Save

Cancel

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## ELMS Roles

On the bottom of this page, you can view all roles and locations assigned to this person. When roles are entered here:

- They may also display on the appropriate Staff pages in the Locations & Classes tab.
- You have the option to add ELMS access for any role/location.

[Staff » Edit Staff](#)

Select School Year: 2014-2015  
Current School Year

### Edit Staff

#### General Information

First Name:

Last Name:

Job Title:

#### Login Information

Username:

Date of Birth:

Email:

[Remove Login Access](#)

#### Contact Information

Address:

City Town

Phone - Office

[+ New Contact Info](#)[Save](#)[Cancel](#)

#### ELMS Roles

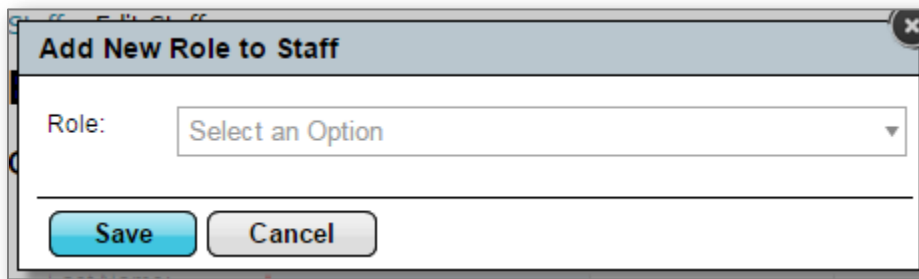
[Click here for role definitions.](#)[+ New Role](#)

Job Role	Program	Location(s)	Has Access to ELMS?	
Eligibility/Enrollment Staff	ECEAP	Aberdeen School District	No	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Request ELMS Access</a>
Family Support Staff	ECEAP	Aberdeen School District	No (Pending Add)	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Pending Action</a>
Health Advocate	ECEAP	Aberdeen School District	Yes	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Remove ELMS Access</a>

[Impersonate](#)

### Add a New Role

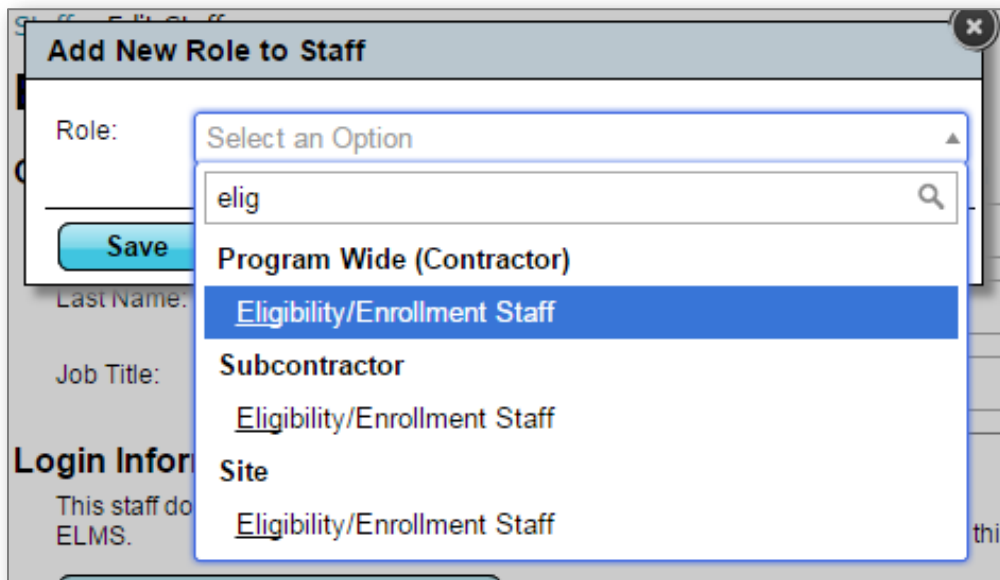
Click the blue “+New Role” button. The popup window below appears.



The screenshot shows a window titled "Add New Role to Staff". It contains a label "Role:" followed by a dropdown menu with the text "Select an Option". At the bottom of the window are two buttons: "Save" and "Cancel".

Select a role from the dropdown list.

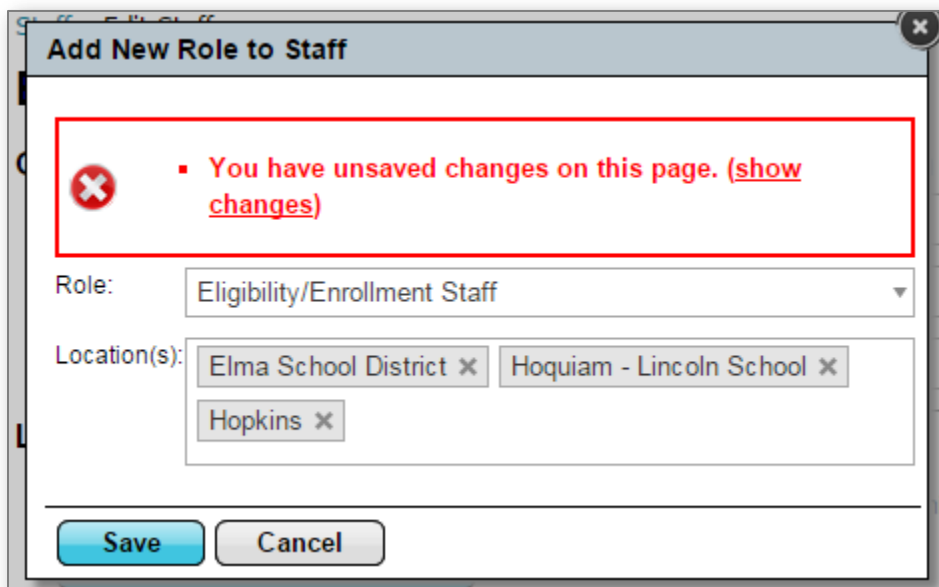
- Some roles have different levels. For example, if you are entering Eligibility/Enrollment Staff, be sure to select it under the correct level – Contractor, Subcontractor, or Site – so the person can only view the children you intended.
- You can type into the field and it will narrow the dropdown selections to match what you have typed. See the example just below.



This screenshot shows the same "Add New Role to Staff" window, but the dropdown menu is open. The text "elig" is entered in the search field of the dropdown. The dropdown list shows the following options: "Program Wide (Contractor)", "Eligibility/Enrollment Staff" (which is highlighted in blue), "Subcontractor", "Eligibility/Enrollment Staff", "Site", and "Eligibility/Enrollment Staff". The background of the window shows other fields like "Last Name:", "Job Title:", and "Login Information".

Once you have selected a role, select the location(s) for that role.

- You can type a word or part of a word into the field to narrow down the list and find a desired option.
- You may select multiple locations using this dropdown. This allows you to set up the same role at multiple locations at once, which may be useful with class and site level roles.



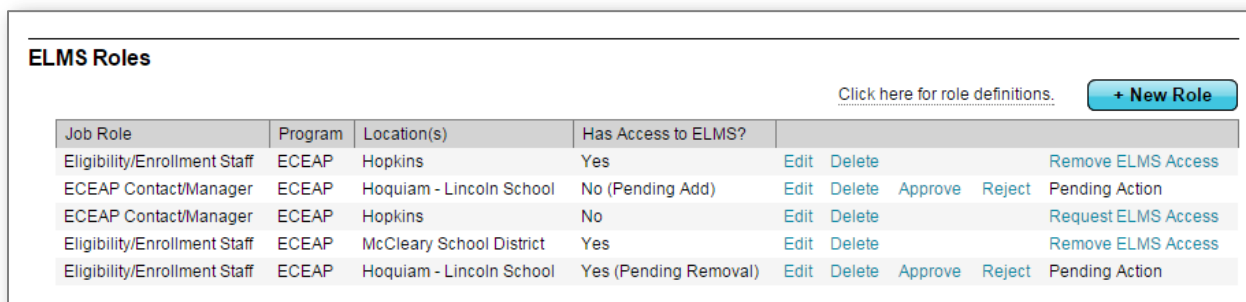
Click Save to add those roles to this person.

Click the blue “+New Role” button again, if you want to add another role.

### Request ELMS Access:

Once Roles and Login Information are both saved, you may request ELMS access for any of the roles.

- To do this click “Request ELMS Access” on the far right.



ELMS Roles					<a href="#">Click here for role definitions.</a>		<a href="#">+ New Role</a>	
Job Role	Program	Location(s)	Has Access to ELMS?					
Eligibility/Enrollment Staff	ECEAP	Hopkins	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>		<a href="#">Remove ELMS Access</a>	
ECEAP Contact/Manager	ECEAP	Hoquiam - Lincoln School	No (Pending Add)	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Approve</a>	<a href="#">Reject</a>	<a href="#">Pending Action</a>
ECEAP Contact/Manager	ECEAP	Hopkins	No	<a href="#">Edit</a>	<a href="#">Delete</a>		<a href="#">Request ELMS Access</a>	
Eligibility/Enrollment Staff	ECEAP	McCleary School District	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>		<a href="#">Remove ELMS Access</a>	
Eligibility/Enrollment Staff	ECEAP	Hoquiam - Lincoln School	Yes (Pending Removal)	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Approve</a>	<a href="#">Reject</a>	<a href="#">Pending Action</a>

- If you are an ELMS Contractor Administrator, click “Approve” to grant ELMS access.
- If you are not an Administrator, notify your ELMS Administrator that this is ready for approval.
- ELMS Administrators may view all Pending requests at any time on the Admin > Users > Pending page.

### Remove ELMS Access:

- Click “Remove ELMS Access” on the far right, if you’d like to remove ELMS access for a role.
- If you are an ELMS Contractor Administrator, click “Approve” to grant ELMS access.
- If you are not an Administrator, notify your ELMS Administrator that this is ready for approval.

### Editing Roles:

- Click “Edit” to modify an existing role.
- This will give you the option to change or add more locations to that role.

### Deleting Roles:

- Click “Delete” to remove a role from the staff person.
- If a role is set up in multiple locations, you must delete the row with each location separately.
- NOTE: If you see the red message: “**There is a class dependent on this staff member. You will not be able to remove this staff member from a dependent class,**” it means this person is counted in the adult:child ratio for a class. The class would be out of ratio without them. You must add new staff to the class before you can delete this person’s classroom role. You can, however, add more roles for this person.

## Year-to-Year Staff Roles

You can always find a staff person in Staff Search, regardless of which year they were entered. If the person is already in ELMS for any year, do not use the “+ New Staff” button to add them again. You may set up their roles separately by year.

- All staff roles automatically go forward to the next school year, on April 1<sup>st</sup> of each year. You must delete the roles in ELMS in the second year, if the person is no longer in that role.
- Contractor level staff can always view past years of ELMS data. Other staff can only view the years they were present.

## Admin Tab

### Users

In the Users tab you can view who has ELMS access and manage the status of their access.

#### Pending Roles

The Pending Roles page shows ELMS access requests that have not yet been approved.

- For each person, click “Approve” or “Reject” to add or remove their ELMS access.
- If you approve ELMS access for a person who already has DEL Portal access for another ELMS role, or for MERIT or ESIT, they can begin using ELMS immediately. They will now show up on the ELMS Admin>Users>Active page.
- If you approve ELMS access for someone who has not yet used the DEL Portal, they will receive an activation email and must follow the instructions. They will now show up on the ELMS Admin>Users>Activated/Waiting for User Response page.

#### Activated/Waiting for User Response

This tab lists of all staff who have received an ELMS account activation email, but have not yet responded to activate their account.

From this page you can:

- See the date the last activation email was sent.
- Click “Send Activation” to send an activation email and with a temporary password. This password will expire after three days.
- Click “Edit” to go to the Edit Staff page for this user.
- Click “View Locations” to see which subcontractors, sites or classes this user has ELMS access for.

#### Active Users

This tab lists all current ELMS users for your ECEAP contractor.

From this page you can:

- View each person’s ELMS user name, roles, and activation date.
- Click “Inactivate” to make the user’s ELMS account inactive.
- Click “Reset Password” to send an activation email and reset with a temporary password that will expire in three days.
- Click “Edit” to go to the Edit Staff page for this user.
- Click “View Locations” to see which subcontractors, sites or classes this user has ELMS access for.

The “Disassociate from DEL portal” does not work for ELMS Contractor Administrators. It must be done by DEL Admins.

#### Inactive Users

This tab lists former ELMS users who no longer have active ELMS access. DEL staff periodically clean the list by disassociating inactive users from the DEL Portal.

## Customize Priority Points - Optional

ELMS Administrators can complete this task.

ECEAP Contractors may prioritize eligible children by:

- Using the standard priority points built into ELMS, or
- Customizing the environmental risk factor section of the priority points built into ELMS.
  - This is an optional activity in the **Admin** tab of ELMS.
  - Priority points must be the same for all sites for an ECEAP contractor. You cannot customize ELMS separately by site or subcontractor.

Customize Priority Points by September 15 for the school year:

1. Click the **Admin** tab.
2. Click the **Priority Points** link.
3. Choose an item on the list and click the blue number in the Custom Point Value column.
4. Enter a custom point value. Please note that ELMS will only count 25 risk factor points for a child, and will disregard any points past the total of 25.
5. It is optional to enter a reason. Use this field to communicate with DEL.
6. The changes save automatically.
7. Your changes will update all children entered in **Prescreen**, **Application**, on a **Waiting List**, **Enrolled** in a class, or enrolled then **Exited** for the current school year.

**Priority Point Assignment**

Select School Year: 2014-2015  
Current School Year

Please make any customizations to priority points prior to 9/15. The information on this page locks on 9/15; DEL must be contacted for any changes after that date.

When changing priority point customizations, all children who have never been enrolled will have their priority points recalculated using the updated information entered on this screen.

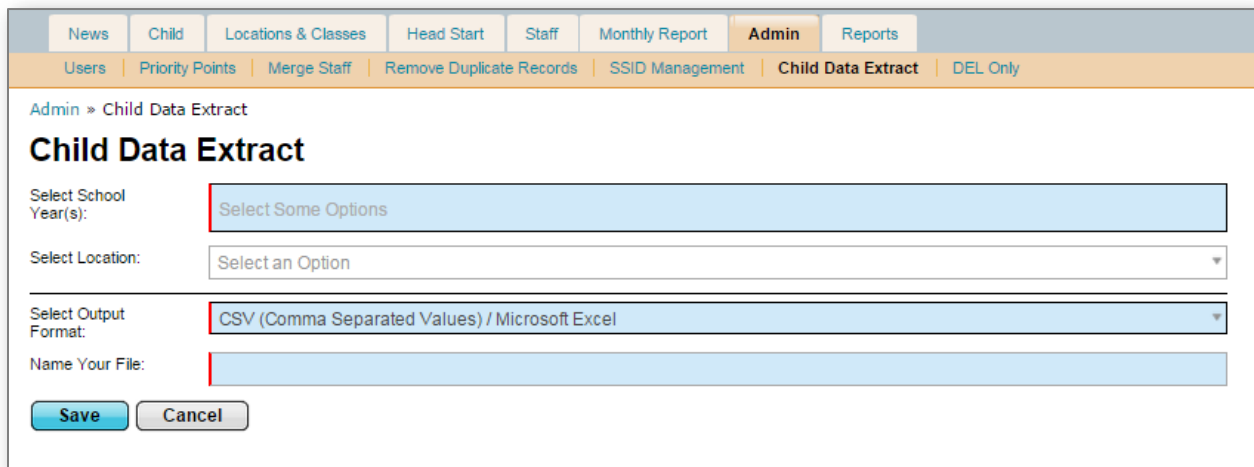
Environmental Factor	DEL Point value	Custom Point Value	Reason to Override DEL Points (Optional)
Child had low birth weight (<5.5 pounds)	1	1	
Child has a chronic health condition (diabetes, asthma, seizures, etc)	2	2	
Child has a parent who is incarcerated	2	2	
Child has limited English language	4	4	
Child has no dental coverage	1	1	
Child has no dental home	1	1	
Child has no medical coverage	1	1	
Child has no medical home	1	1	

## Child Data Extract **NEW!**

*ELMS Administrators, Directors and Subcontractor Contact/Managers can complete this task.*

The Child Data Extract provides you with a tool to export data for all children who have enrolled.

The extract works similar to a report. First select the **School Year(s)** and **Location**. Then select the **Output Format** you would like to receive the data in and enter a **Name** for your file. Click Save to generate the extract, then Open or Save your document.



The screenshot shows a web application interface for the 'Child Data Extract' tool. At the top, there is a navigation bar with tabs for 'News', 'Child', 'Locations & Classes', 'Head Start', 'Staff', 'Monthly Report', 'Admin', and 'Reports'. Below this is a sub-navigation bar with links for 'Users', 'Priority Points', 'Merge Staff', 'Remove Duplicate Records', 'SSID Management', 'Child Data Extract' (which is highlighted), and 'DEL Only'. The main content area has a breadcrumb trail 'Admin » Child Data Extract' and a title 'Child Data Extract'. Below the title are four input fields: 'Select School Year(s):' with a dropdown menu showing 'Select Some Options'; 'Select Location:' with a dropdown menu showing 'Select an Option'; 'Select Output Format:' with a dropdown menu showing 'CSV (Comma Separated Values) / Microsoft Excel'; and 'Name Your File:' with a text input field. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

The extract includes a separate line for a child for each time they enrolled. It displays:

- Child ID (from ELMS)
- Child First, Middle, & Last Name
- Address, City, zip code, county
- Child date of birth
- Gender
- Race
- Ethnicity
- Primary home language
- Family annual income, family size, and FPL
- Specific income sources: Child-only TANF, family TANF, SSI
- IEP
- Homeless
- School District
- ECEAP Contractor, Subcontractor, Site, Class & Teacher
- Class start date, last day in class, total calendar days enrolled
- Family support staff name
- Parent employment & training hours
- How family found out about ECEAP

## ELMS Reports

ELMS has several reports to help you manage enrollment. These are available on the **Reports** tab.

To view each report:

- Select the school year.
- Enter other parameters as needed, to refine your report.
- Click **Run Report**.
- Once the report is open, you can click this icon at the top of the page, to export the report to Excel or create a pdf to save or print.



**Child Demographics** - Characteristics of children and families enrolled in ECEAP

**Child Record Summary** - Enrollment, health, child development and family information for an individual child.

**Class List** - Class names and characteristics.

**Class Roster** - Child names, birthdate, first language, parent name and contact information, with space for staff to add notes.

**Class Summary** - Class details for one class or compiled by site, contractor, or state.

**Developmental Screening** - Children's development screening dates and results.

**Directors Roster** - ECEAP contractors, funded ECEAP slots, directors, contact information and counties served.

**Enrollment by Child** - Lists children with their age, poverty level, IEP status, priority points and first and last days attending class.

This report includes children who have started class and children with an expected start date in the future. The "As of" date version of this report includes children with a pending exit or with an exit on the "As Of" date. The "Cumulative" version of this report includes all children who exited during the reporting period. Children who never attend class are subtracted from this report upon exit or transfer.

**Enrollment Count** - Count of enrolled children, with age, IEP and over income status.

This report includes children who have started class and children with an expected start date in the future. Children who never attend class are subtracted from this report upon exit or transfer.

**Enrollment Maintenance** - Date each class reached full enrollment and number of slots that have been vacant for more than 30 days. For this report to be accurate, each child who is attending must have an actual start date entered into ELMS, and children who never attended must be exited with the reason "Never Attended."

**Family Support and Parent-Teacher Conference Minutes** - Number of family support visits and total parent-teacher conference minutes for each child.



**Health Monitoring** - Number and percentage of enrolled children who met the ECEAP goals for medical and dental homes, medical and dental coverage, exams and immunizations at any time during the school year. This report is used for monitoring purposes and may not reflect a child's current status. See the Health Status by Child report to see each child's current status for the purpose of supporting families in maintaining child health.

**Health Status by Child** - Children's names with status of medical and dental homes, medical and dental coverage, exams and immunizations.

**Monitoring Dashboard** - Overview of compliance with specific ECEAP Performance Standards for enrolled children. Use this report for monitoring after classes have started.

**Outcomes** - Children's health and education outcomes, including pre- and post-data for all children receiving 120 or more calendar days of ECEAP services during the selected school year.

This report is available beginning on July 11 for the previous school year.

**Priority Point Distribution** - Priority Points distribution of children who enrolled and attended class for any length of time during the selected school year.

**Service Areas** - Neighboring ECEAP or Head Start providers for each ECEAP contractor and describes service area boundaries.

**Site Enrollment Contacts** - ECEAP sites by city, with enrollment contact information.

**Site List** - Site names and characteristics.

**Site Summary** - Site details for one site or compiled by subcontractor, contractor, or state.

**Subcontractor List** - Subcontractor names and characteristics.

**Waiting List Count** - Child wait list counts aggregated by site, contractor, or statewide totals.

**Waiting List Roster** - Children who are currently on a waiting list, with pre-enrollment information.

## ELMS Assistance

**For Assistance with ELMS, email [elms@del.wa.gov](mailto:elms@del.wa.gov).**

- This is the only way to get in the queue for assistance.
- Send a description of your problem, what screen it happened on, and the steps you took just before it happened.
- Tell us the ID numbers of children, locations involved, or the names of staff with the problem. This allows us to find the problem.
- In some cases, it may be helpful to send a screen shot. *See instructions below.*

### **To create a screen shot:**

- For PCs, In Microsoft Office 2010:
  - Open the email or document you want to paste the screenshot to, and put your cursor where you want the screenshot.
  - In that document, on the Insert tab, click Screenshot, then Screen Clipping.
  - Go to the item you want to copy and select it.
  - It will copy automatically to the location you chose in the first step.
- For PCs, for Microsoft Office 2007 and earlier:
  - Make sure your screen has the page open which you want to copy.
  - On your keyboard is a PrtScn key, usually located on the top right side of the keyboard.
    - To copy the entire screen Press the PrtScn key.
    - To copy only an active window, press the ALT key and the PrtScn key.
  - This captures your screen to your clip board.
  - Open a new message in your email and use the Paste function to paste the image.
- For Macs: Follow the instructions at the following link: [www.printscreenmac.com/](http://www.printscreenmac.com/)